

Lock Haven University of Pennsylvania Employee Handbook
Table of Contents

I.	GENERAL INFORMATION	2
A.	MISSION	2
B.	VISION	3
C.	VALUES	3
D.	ORGANIZATION CHART.....	4
E.	GUIDE TO REFERRAL ON STUDENT ISSUES	5
F.	AUXILIARIES	6
G.	EMPLOYEE IDENTIFICATION CARD.....	6
H.	HOURS OF WORK	6
I.	EMPLOYEE PROBATIONARY STATUS.....	7
J.	PERFORMANCE EVALUATIONS	7
K.	NON-SOLICITATION POLICY	7
II.	FACILITIES.....	8
A.	BUILDING HOURS	8
B.	AVAILABLE FACILITIES	8
III.	ADMINISTRATIVE SERVICES	10
A.	BULK MAILINGS	10
B.	COPYING	10
C.	DUPLICATING – MASS COPYING	11
D.	MAIL	11
E.	PURCHASING AND THE STOREROOM.....	11
F.	OFFICE EQUIPMENT, AND MISCELLANEOUS ITEMS	12
G.	SUBSCRIPTIONS	12
H.	TRAVEL ON UNIVERSITY BUSINESS	12
IV.	POLICIES & PROCEDURES.....	13
A.	AMERICANS WITH DISABILITIES ACT (ADA).....	13
B.	ALCOHOL AND DRUG PREVENTION PROGRAM.....	15
C.	BUSINESS CARDS.....	19
D.	CIVIL RIGHTS ACCOMMODATION/COMPLAINT PROCEDURE.....	19
E.	REQUEST FOR ACCOMMODATION/COMPLAINT	20
F.	COMPUTER ACCOUNTS.....	22
G.	CRIMINAL BACKGROUND CHECK POLICY	22
H.	EMPLOYMENT ADVERTISEMENT.....	23
I.	GENDER DISCRIMINATION/SEXUAL HARASSMENT POLICIES AND PROCEDURES.....	24
J.	HIRING PROCEDURES FOR STAFF AND MANAGEMENT SEARCHES.....	29
K.	INJURY LEAVE PROGRAM	30
L.	NON-DISCRIMINATION POLICY	33
M.	OVERTIME POLICY AND PROCEDURE.....	34
N.	PARKING REGULATIONS	37
O.	PUBLICATIONS	43
P.	SEVERE WEATHER POLICY – MAIN CAMPUS	44
Q.	SEVERE WEATHER POLICY – CLEARFIELD CAMPUS.....	45
R.	SMOKING AND TOBACCO POLICY STATEMENT	46
S.	STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990.....	47
T.	VOLUNTEER/INTERN POLICY.....	52
U.	CODE OF CONDUCT	53
V.	NOTIFICATION OF ABSENCE POLICY	56

I. GENERAL INFORMATION

A. MISSION

Who We Are

- One of fourteen public universities of Pennsylvania's State System of Higher Education
- An affordable, comprehensive educational institution of modest size with an international dimension
- A learning community profoundly dedicated to the positive development of students from diverse backgrounds

What We Do

- Provide students with an effective liberal education to increase their skills and knowledge
- Insure the development, acquisition, and application of knowledge by students and faculty
- Prepare students for productive careers, especially through focused programs
- Challenge students to exercise personal and civic responsibility and to participate in public service
- Respond to the societal and economic needs of the Commonwealth through continuous program development
- Enrich students and the community culturally
- Provide for multicultural experiences

What We Expect

- Excellence in all University programs
- Alumni who are knowledgeable and skilled at levels that satisfy their respective social and economic aspirations
- Alumni who are responsible and productive citizens

B. VISION

From a legacy of preparing teachers for the Commonwealth's public schools, Lock Haven University is in the process of expanding its mission to respond to evolving workforce needs. The last five years have brought additions to liberal arts and professional programs on both campuses, and we anticipate that trend to continue. We envision modest and gradual growth of the undergraduate, on-campus programs, but much steeper growth in demands for access to graduate, continuing, and distance education programs. We will need to make difficult choices to stay competitive, while retaining our core identity as an institution. Encouraging positive yet sustainable growth will be a challenge for the university over the next five to ten years, including the need for significant addition to and upgrading of physical facilities and technological infrastructure. We will be seeking more national recognition of quality academic programs in the form of accreditation, as well as building upon the relationships and partnerships we have at the local and international levels. Over the next five years, the entire campus community will be engaged in finding the resources needed to build on our strengths and to reach our goals.

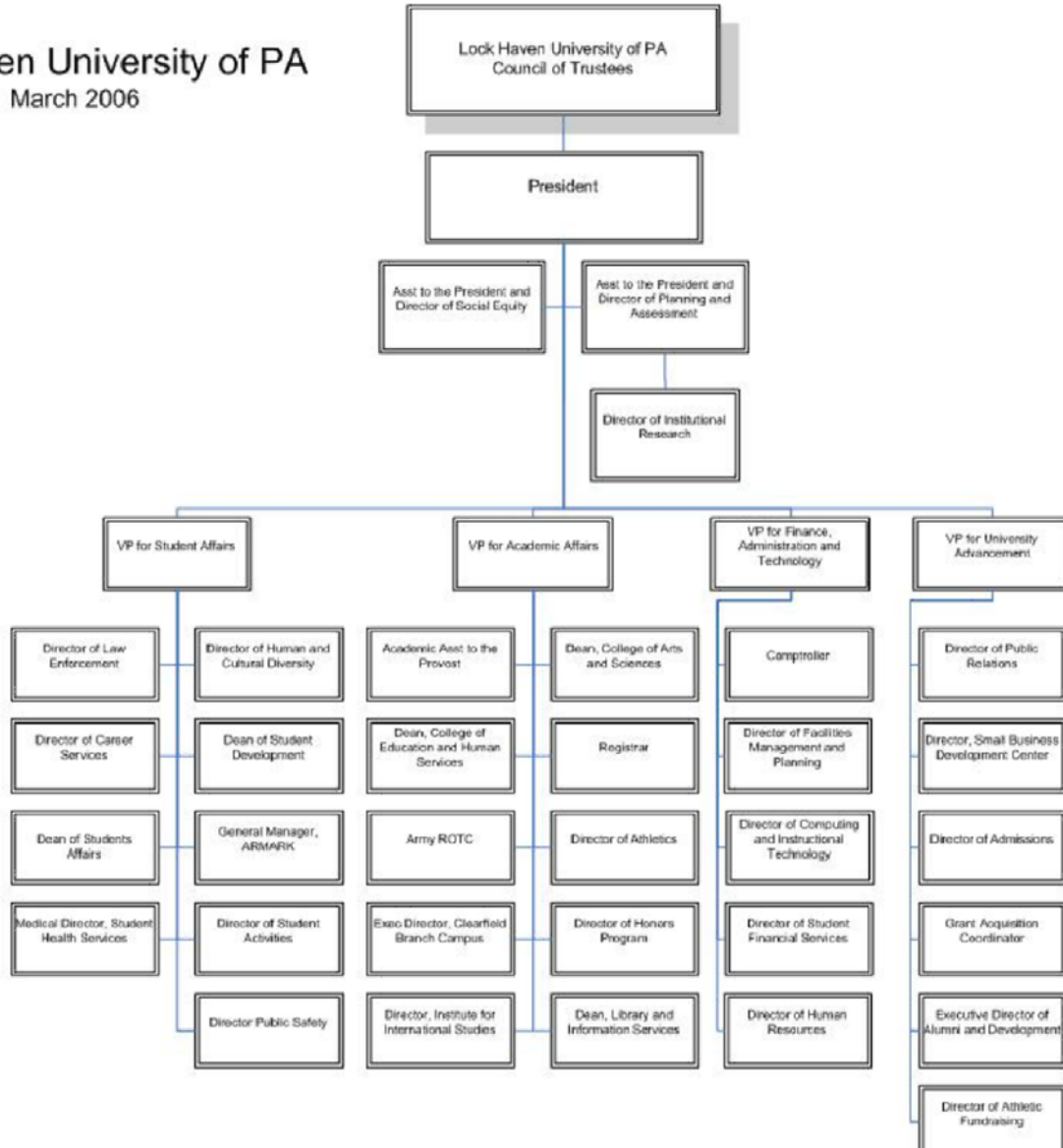
C. VALUES

What We Value

- Excellent teaching that effects deep learning
- Knowledge and its production
- A culture of learning that is both caring and challenging, supportive and rigorous
- Truth expressed with civility
- The intellectual, moral, and social virtues of people from diverse backgrounds and persuasions
- Access of students to faculty by offering predominately small classes, productive advising, and optimum resources
- Freedom and the habit of acting responsibly as a free person
- Clarity and precision of thought and its expression
- Individual and institutional self knowledge
- Collegial relationships and shared governance

D. ORGANIZATION CHART

Lock Haven University of PA
March 2006



E. GUIDE TO REFERRAL ON STUDENT ISSUES

Problems	Suggested Response	Who to Contact at LHU
Academic	Determine if student is attending classes regularly; encourage student to secure a tutor by contacting the tutorial center.	Academic Advisor Vice President for Student Affairs Director of Student Retention
Alcohol	Try to determine the extent of abuse, encourage student to secure help from Student Development Office.	Resident Director Counseling Services
Absenteeism	Have a clear understanding before classes start about attendance policy.	Resident Director Counseling Services Director of Student Retention
CLEP Test	College Level Examination Program	Link to CLEP testing
Death in Family	Keep student informed if there is serious illness; when notice of death is given, allow student to return home.	Resident Director Faculty Member Vice President for Student Affairs
Depression	Determine whether student's normal coping patterns are not working.	Counseling Services
Homesickness	Before school starts, determine when parents may visit. Allow student to feel homesick – it is okay. Encourage student to become involved.	Resident Director Counseling Services Director of Student Retention
Illness	Insist that student go to health center for evaluation; be responsive – don't panic.	Health Center Resident Director Vice President for Student Affairs
Roommate Conflict	Encourage student to take time to work through conflicts, help student to be appropriately assertive.	Resident Director Dean for Student Affairs
Parking Tickets	Understanding responsibilities of operating a motor vehicle – including parking regulations and registration.	Law Enforcement
Safety	LHU is a relatively safe place, but students need to be reminded that the same precautions should be taken in an urban setting as in a city setting. Tips on personal safety and the security of property may be provided in the residence halls.	Resident Director Law Enforcement
Scholarships	Lock Haven University Foundation offers scholarships.	Foundation Office Financial Aid
Transferring	Be patient, listen to students reasons for wanting to transfer, help student evaluate options.	Academic Advisor Resident Director Director of Retention
Unsatisfactory grade appeal	Encourage student to discuss with faculty member, remind student of the tutorial, writing and mathematics centers.	Counseling Services Tutorial Center Math Center Writing Center
Withdrawal	From school or individual classes	Vice President for Student Affairs Faculty Member Director of Student Retention

F. AUXILIARIES

The Lock Haven University Foundation (LHUF) is a not-for-profit entity that was organized to provide scholarships and athletic grants for students, emergency loans for students, staff and faculty and grants for faculty members. In addition, the LHUF serves as the authoritative body to approve and coordinate fund raising activities from alumni and other sources, on behalf of Lock Haven University. The LHUF is supported primarily through donor contributions, registration fees from camps, clinics and related activities, and investment income.

The Student Cooperative Council, Inc. (SCC) is the student governing body of Lock Haven University. As the governmental body, the SCC plays an integral role in the administration of the University. The SCC works with the students, faculty and administration on policies that affect the University. SCC representatives sit on all major University committees with full voting privileges.

The Aramark Company provides dining services to Lock Haven University employees and students. There are several facilities available to students and/or employees including the Upper Deck Food Court, The Eagle Rock Café, the Bag-it Convenience Store and the Faculty and Staff Dining Room. The Aramark Company also provides catering services for University-sponsored events and meetings which are held on campus or at the Sieg Conference Center.

G. EMPLOYEE IDENTIFICATION CARD

Beginning Fall 2003 all faculty, staff and students will need to have a new ID card. The new card will contain a DuoProx access mechanism that will permit entry to buildings that are wired with electronic locking mechanisms. Only exterior doors will have the electronic locking mechanism.

A new photo must be taken and cardholder's agreement must be signed. You will also need to present photo identification at the time the card is issued. The new ID card can be obtained in the PUB TV Room located on the same level as the Business Office. Old ID cards will no longer function in the library.

H. HOURS OF WORK

All full-time regular employees, except faculty, work either 37.5 or 40 hours per week. Depending on the type of position held, this translates into five 7.5 hour days or five 8 hour days. Faculty workloads are determined by the individual contracts and CBA.

Normal work hours for most non-instructional University employees are from 8:00 a.m. to 4:00 p.m. Many employees work other schedules as dictated by the nature of their work. Some of those work shifts include the following:

Library employees	determined by the hours of the library
Custodial workers	6 a.m. to 2 p.m.
Grounds and Trades Workers	7 a.m. to 3 p.m.
Police Officers	24 hour operation including three shifts
Resident Hall Directors	Office hours vary, on-call 24 hours a day

I. EMPLOYEE PROBATIONARY STATUS

All full-time, regular employees excluding faculty members serve as probationary employees for the first six months or one year depending on the collective bargaining unit language. Employees promoted also serve a probationary period. The purpose of the period is to assess the employees fitness for continuation in the current position. Performance will be evaluated prior to the completion of the probationary period. Successful completion will result in the granting of regular or permanent status. Unsuccessful performance during this probationary period will result in extension of the period, demotion or dismissal.

J. PERFORMANCE EVALUATIONS

Performance evaluations are coordinated periodically in accordance with collective bargaining agreements or management directives. Employees (excluding faculty and managers) receive job descriptions which tell what work is to be performed. Performance evaluations tell the employee how well they meet work expectations and if improvement is necessary.

K. NON-SOLICITATION POLICY

Solicitors, including students and employees assuming an entrepreneurial role, are prohibited from entering Lock Haven University grounds for the purpose of transacting business with members of the University community. This policy prohibits the posting of advertisements through email or on physical facilities and the placement of ad materials on cars parked in University parking lots.

Exceptions to this policy include:

1. Providers of academic program materials, texts, or supplies who have explicit approval of the Provost;
2. Representatives of business and industry who have been invited or approved by the Director of Purchasing for the purpose of demonstrating a product or service;
3. Providers of student goods or services to be displayed in the residence halls, upon the invitation of the Vice President of Student Affairs or her designee;
4. Public appeals normally sustained by the State System of Higher Education, such as SECA and U.S. Savings Bond programs; and
5. Providers of student goods and services to be displayed in Parsons Union Building or Bentley, upon explicit invitation of the Vice President of Student Affairs or her designee.

II. FACILITIES

A. BUILDING HOURS

Non Academic Buildings	8 a.m. to 4:00 p.m.
Academic Buildings	8 a.m. to 10:00 p.m.
Stevenson Library	7:30 a.m. to 11:00 p.m. (Mon-Thurs) 7:30 a.m. to 4:00 p.m. (Friday) 10:00 a.m. to 5:00 p.m. (Saturday) 2:00 p.m. to 11:00 p.m. (Sunday)
Computing Labs	
Akeley	Open 24 hours (beginning 12 noon on Sunday through 4 p.m Friday, 10a.m. to 5 pm. on Sat.)
Stevenson Library	8 a.m. to 10:30 (Mon-Thurs), Sat. & Sun. vary
Raub	8 a.m. to midnight (Mon-Thurs), Sat. & Sun. vary
Robinson	8 a.m. to midnight (Mon-Thurs), Sat. & Sun. vary
Parsons Union Building	7 a.m. to midnight (Sun-Thurs)
Residence Halls	8 a.m. to 3:00 a.m.

B. AVAILABLE FACILITIES

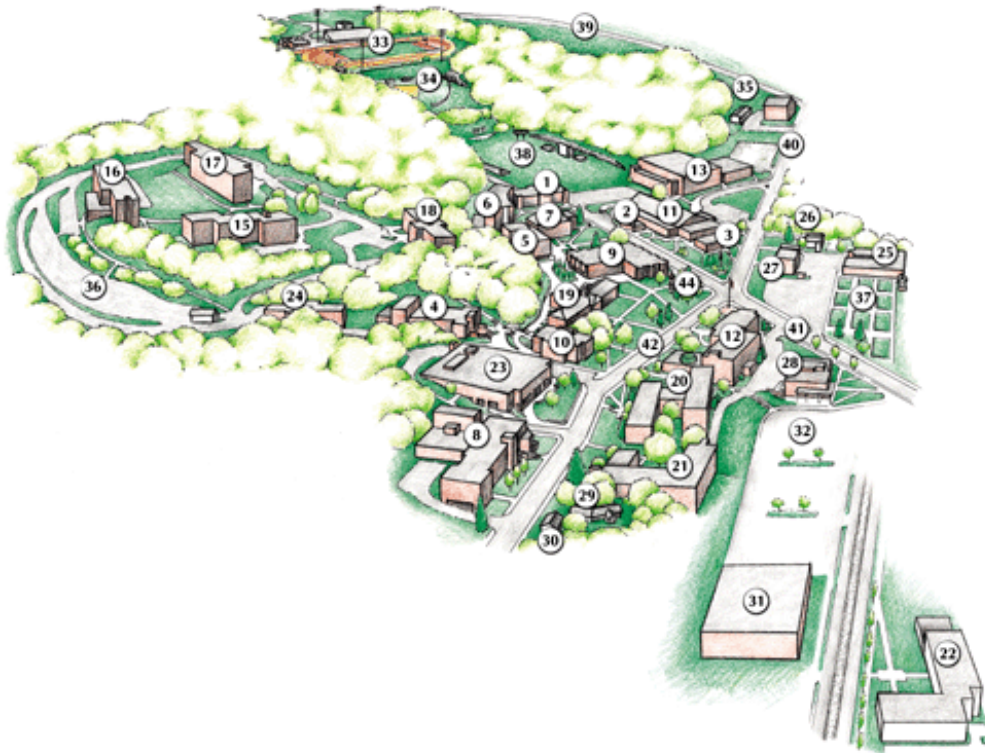
Employees may utilize the following during non-working time:

Rogers Gym and Weight Room (schedule varies, but must be used under supervision)
Zimmerli Pool (schedule varies, but must be used with life guard present)
Zimmerli Gyms (available if not specifically scheduled by group activities)
Racquetball (first come/first serve with sign up during semester)
Stevenson Library
Faculty/Staff Dining Room - lunch available every day 11:30 - 1:00 p.m. for various prices.
PUB - Recreation room for billiards, ping pong, etc. /snack bar/bookstore

Sign out of facilities is also available to LHUP employees for meetings or special events. Sign out can be signed out for personal use such as weddings or class reunions (first come first serve for small fee).

Use of tables and chairs for off campus events is also permitted for non-profit use or church activities - not personal use, however. Contact the secretary to Vice President of Finance Administration and Technology at 570-893-2002.

Corresponding numbers and building names are also below the map.



Campus Map

Academic Bldgs

- 1 [Akeley Hall](#)
- 2 [Thomas Annex](#)
- 3 [Himes Hall](#)
- 4 [Price Auditorium](#)
- 5 [Raub Hall](#)
- 6 [Robinson LRC](#)
- 7 [Rogers Gymnasium](#)
- 8 [Sloan Fine Arts Ctr](#)
- 9 [Stevenson Library](#)
- 10 [Sullivan Hall](#)
- 11 [Thomas Field House](#)
- 12 [Ulmer Hall](#)
- 13 [Zimmerli Gymnasium](#)

Residence Halls

15. [Gross Hall](#)
16. [High Hall](#)
17. [McEntire Hall](#)
18. [North Hall](#)
19. [Russell Hall](#)
20. [Smith Hall](#)
21. [Woolridge Hall](#)
22. [Campus Village](#)

Sports Fields/Parking

- 32 Parking Area
- 33 [Hubert Jack Athletic Stadium](#)
- 34 Lawrence Field
- 35 Intramural Sports Field
- 36 Parking Areas
- 37 Tennis Courts
- 38 McCollum Field
- 39 Hill Street
- 40 Susquehanna Avenue
- 41 Water Street
- 42 Fairview Street

Other Buildings

- 14 [The Annex](#)
- 23 [Bentley Hall\(dining\)](#)
- 24 [Glennon Health Center](#)
- 25 Hursh-Nevel Maint. Bldg
- 26 [Recreation Dpt./ Honors Ctr.](#)
- 27 Boiler Plant
- 28 [Parsons Union Bldg \(PUB\)](#)
- 29 [International House](#)
- 30 [ROTC Building](#)
- 31 [Student Rec. Center](#)
- 44 [Carillon Bell Tower](#)

III. ADMINISTRATIVE SERVICES

A. BULK MAILINGS

When sending out a bulk mailing, contact Duplicating two weeks in advance. A bulk mailing requires that 200 or more pieces are in the mailing. All envelopes must have the #92 permit stamp in the right hand corner and have envelope flaps tucked in or sealed. The envelopes must be counted and be organized in zip code order when delivered to Duplicating. You must provide the Duplicating staff with the count, name of mailing and cost center.

B. COPYING

Copying machines are located in various campus locations for official institutional use. Copy work must be related to departmental activity; no personal copy work is permitted. Any questions on the nature of copying work or on possible violations of copyright laws are referred to the department head or administrator for clarification.

Copying machines are intended only for production of a limited number of copies, in most cases, not more than 10 copies from one master copy. Employees with a large amount of copying work should yield the use of the copying machine to those with short runs, as a matter of courtesy.

C. DUPLICATING – MASS COPYING

The Duplicating Center is maintained for official University use. Any member of the faculty, staff or administration may request 10 or more copies of any approved item. All work will be printed on the front and back of the paper unless specifically requested otherwise. Three days lead time is required except in unusual circumstances.

Persons requesting items to be duplicated are responsible for preparing clean and legible material and stating precise instructions for collating and stapling.

Persons wishing to have items duplicated should:

1. Obtain duplicating form from the Office of Administrative Services.
2. Prepare material, complete form, and obtain the appropriate signatures.
3. Submit form along with materials to be duplicated and precise instructions to Duplicating in Hursh Nevel Building.

D. MAIL

Inter-Office Mail is picked up and delivered Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. by student mail carriers and brought to the mailroom to be sorted for the next day's delivery. It is the responsibility of each office to establish a drop off and pick up point for their incoming and outgoing mail and to address each item with name and destination.

The mail for the Clearfield Center and The Keystone Central School District has a drop off and pick up point located in the University mailroom. The Keystone Central pick up and drop off is scheduled Mondays at 2:40 p.m. and Thursdays at 12:20 p.m. and the Clearfield Center is delivered on Thursdays. All mail for the Clearfield Campus is sent via United Parcel Service daily.

Out-going mail, like inter-office mail, is picked up by student mail carriers and brought to the mailroom to be stamped and sorted for pick up at late afternoon by the Lock Haven Post Office. It is the responsibility of each office to have:

- Out-going mail properly addressed with appropriate cost code affixed to the upper left-hand corner.
- If mail needs to be sealed, envelopes arranged flap over flap and bundled together. The larger brown envelopes must be sealed before being brought to the mailroom.
- Inter-office mail separated from out-going mail.
- International mail separated from other mail.

Also available in the mailroom are two express services and padded envelopes for video tapes.

E. PURCHASING AND THE STOREROOM

Central Receiving/Storeroom

Loading and unloading of trucks. Receives, unpacks, verify receipts, and records the receipt of materials. Delivers materials received or from stock to staff, faculty, and administration.

Janitorial supplies, ballasts, paper, and University stationary are available in the Storeroom, Hursh-Nevel Building, and can be obtained by completing and submitting an Internal Stores Requisition form to the Storeroom. For all other supplies and equipment, submit an agency purchase request (APR) to the Purchasing Office with the appropriate signatures.

Purchasing

Under the general direction of the Director of Purchasing and Administrative Services, reviews, prepares and processes internal requisitions to purchase and obtain a wide variety of supplies, equipment, services, materials, and furnishings for all departments on campus, including the

Clearfield campus. Performs a variety of detailed duties pertaining to procurement and related functions.

Sends bid invitations to selected suppliers for all supplies/equipment and services exceeding \$10,000.00.

Administer the Stockless Office Supply contract with Staples, Inc. Provides the primary contact with Staples for the installation and maintenance of the on-line ordering system. Initiates desired users into the system who wish to utilize this on-line procedure through written requests. Administrative approver for purchase orders in excess of \$500.00 using the on-line ordering system. Ensures that all available items and related prices are appropriately presented on the Staples system.

Administer the use of the P-Card (Procurement Card) to expedite and simplify the purchase of goods and supplies, allowing departments' greater flexibility in procuring needed items.

Administer the use of the Corporate (Travel) card.

F. OFFICE EQUIPMENT, AND MISCELLANEOUS ITEMS

Maintenance contracts for repairs equipment are administered by the Purchasing Office. Requests for repairs of office equipment and other miscellaneous items should be directed to the Purchasing Office at ext. 2015 for further directions.

Telecommunications

Requests for telephones, repairs of telephones, or line installations are administered by the Computing and Instructional Technology Office at ext. 2653.

G. SUBSCRIPTIONS

Requests for subscriptions can be submitted to the Purchasing Office on an Agency Purchase Request. A subscription would be a newsletter, monthly magazine, journal, etc. that would be received on a regular basis.

H. TRAVEL ON UNIVERSITY BUSINESS

1. You must first complete a "Travel & State Car Reservation Request and Authorization Form" and have the form properly approved.
2. Employees must have a current Pennsylvania driver's license when operating a University vehicle.
3. Only University employees may drive University vehicles.
4. University vehicles will not be signed out to student employees unless:
 - a. the student employee is part of a group traveling with a non-student University employee who is responsible for the vehicle.
 - b. the student is employed to drive for the International Education Office.
5. University employees should request a university vehicle for LHU business travel.
6. If a university vehicle is available you should use it for your business travel.
7. Passengers who may travel with you in university vehicles are:
 - a. University and SSHE employees.
 - b. University students having LHU "business" purpose associated with your travel.
 - c. Other individuals who have official Commonwealth of PA or LHU business associated with your travel.

NOTE: The above list does not allow spouses and other family members to accompany you in university vehicles. You must use your own vehicle to carry people other than official employees.

8. If no university vehicle is available, you can use your own vehicle and be reimbursed at the going rate for official travel.
9. There is no restriction on who may accompany you in your own vehicle while on university business travel.
10. Operator of university vehicle is responsible for immediate payment of all parking and traffic violations.
11. Operator must report all accidents along with the police report to the Maintenance Department within 24 hours after such accident.
12. Operator must take the most direct route to destination; any deviation will result in suspension of operator privilege pursuant to #73 of PA Code.
13. Vehicles may not be operated outside of the Commonwealth to a point beyond 300 miles, unless authorized by the university president.
14. Automobile destination and mileage log must be filled out daily; credit cards are in the glove compartment and are to be used to purchase gas, oil or emergency repairs.
15. Personal equipment such as radar detectors, CB's, etc. are not permitted in state automobiles.

Additional information regarding reimbursement rates for mileage, subsistence, and lodging is available from the Travel Purchasing Agent, 570-893-2701.

IV. POLICIES & PROCEDURES

A. AMERICANS WITH DISABILITIES ACT (ADA)

OFFICE OF THE PRESIDENT

Dear Colleague:

On July 26, 1990, the American's with Disabilities Act (ADA) was signed into law. The ADA guarantees individuals with disabilities access to employment, public accommodations, transportation, public services, and telecommunications. The ADA also mandates the removal of structural barriers to individuals with disabilities in most new construction and renovations of existing buildings.

The ADA prohibits discrimination against any individual who has, used to have, or is perceived as having a physical or mental disability that substantially limits one or more of their major life activities.

In the area of employment there is an affirmative duty to provide reasonable accommodations to otherwise qualified individuals so that they can perform the essential functions of a job, unless the accommodation would create an undue hardship on the employer.

Accommodations may need to include: modifying facilities to make them accessible; restructuring jobs and/or schedules; eliminating nonessential job duties; reassigning individuals to vacant positions; modifying

equipment and training materials; providing qualified aids such as interpreters, readers, or other adaptive aids such as tape recorders.

The ADA also requires that all services, programs and activities be provided in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

The effects of how we deal with students with disabilities are far reaching. Once a student with a disability has been admitted to the University, the institution may have to develop certain alternate procedures or requirements to assure that the student can make use of the opportunity to obtain a college education, such as allowing a visually impaired student to take an oral test rather than a written test, or taking a music appreciation course rather than an art appreciation course. A student with a disability may not be denied the use of special aids in the classroom, such as tape recorders, note takers or adaptive equipment. Such aids must also be made available in other areas of the academic program, including the library.

This does not mean, however, that the University is expected to change the fundamental nature or essential curricular components in order to accommodate the needs of a student with a disability.

Any program under which the University hires students, such as work-study or campus employment, must be administered so that no student is denied employment solely on the basis of having a disability.

In order to help ensure compliance with this far reaching piece of legislation, Lock Haven University has assigned responsibilities to the following employees:

Name	Handles	Location	Phone
Director of Disability Services for Students	Coordinator of Services for Students with Disabilities	104 Russell Hall	570-893-2926
Director of Facilities Management & Planning	Accessibility Concerns, Structural Accessibility Concerns & Architectural Barriers Accessibility Concerns	B104 East Campus	570-893-2139
Director of Human Resources	Employment Concerns	J205 East Campus	570-893-2033
Director of Public Relations/Publications	Public Information Concerning University ADA Activities	5 Russell Hall Lower Level	570-893-2323
Executive Director, LHU Clearfield Campus	Clearfield Campus Accessibility & Employment	119 Byers St. Clearfield, PA 16830	814-768-3401

These employees are responsible for providing information and/or assistance to anyone with concerns about the Americans with Disabilities Act. In addition, an Accessibility Committee for Individuals with Disabilities comprised of faculty, staff and students assists in our ongoing efforts to plan for a campus that improves accessibility. Anyone is welcome to discuss accessibility concerns with members of this committee. A list of committee members for the current year may be obtained from any of the above named individuals.

Internal complaint procedures designed to resolve problems associated with the ADA and its implementation have been developed. Copies of the procedure may be obtained from the above named individuals, deans and department chairs.

Sincerely,

Keith Miller
President

B. ALCOHOL AND DRUG PREVENTION PROGRAM

The University as an agency of the Commonwealth is concerned with the well-being of its students and employees, the maintenance of employee productivity, academic achievement and safe working and living environments. It is recognized that use of illegal drugs and abuse of alcohol by University employees and students impairs the efficiency and effectiveness of the work force and the student body. To combat these ill effects, the University has developed a substance abuse policy to foster a drug free campus and workplace and to encourage the creation and use of student and employee assistance programs.

1. References

- a. Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.
- b. Executive Order, Governor, Policy on Substance Abuse in the Workplace, Number 1989-6.
- c. Management Directive, Governor's Office, Number 505.25.
- d. University Community Guidelines for Conduct, and Judicial Procedures, Lock Haven University of Pennsylvania, 1990.
- e. State Employee Assistance Program (SEAP), 1986.
- f. Lock Haven University, Alcoholic Beverage Policy, Student Handbook.

2. Standards of Conduct

Lock Haven University of Pennsylvania, Commonwealth of Pennsylvania as required by the **Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)**, hereby declares that the unlawful manufacture, dispensation, possession, use or distribution of illicit drugs and alcohol by students and employees are prohibited on any University property or workplace or as part of any University activity, except as noted in section N below. Any employee violating the policy will be referred to SEAP or disciplined in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provisions of collective bargaining agreements, Civil Service Policy or the State System's Merit Principle Policy. Students violating this policy will be subject to the penalties and procedures prescribed in the Student Handbook. All employees and students are subject to the standards and practices outlined in the University's Alcoholic Beverage Policy.

3. Definitions

- a. Controlled Substances: A controlled substance in schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R.1300.11-1300.15.
- b. Workplace: A site for the performance of work done on duty; any place where work is performed within the scope of an employees duties.

c. Criminal Drug Statute: A federal or state criminal or civil statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

d. Conviction: A finding of guilt (including a plea of nolo contendere, disposition in lieu of trial, probation without verdict) or imposition of sentence or both by any judicial body charged with the responsibility to determine violation of the federal or state criminal or civil drug and alcohol statutes.

e. State Employee Assistance Program: A program for state employees designed to assist employees with alcohol, drug, personal, and other related problems. Policy and procedures are contained in Executive Order 1980-17, Management Directive 505.22, and Manual M505.3, all titled State Employee Assistance Program.

4. Responsibilities

Vice President for Student Affairs: implementing the Lock Haven University Student Drug and Alcohol Prevention Program and establishing a student drug free awareness program. Responsible for publication and distribution of these documents to all students of the University.

Associate and Assistant Dean of Students: implementing the disciplinary procedures as set forth in the Rules of Student Conduct and Judicial Procedures, Lock Haven University of Pennsylvania, 1990.

Vice President for Finance and Administration: submitting required certifications, and delegating appropriate employee drug and alcohol prevention/education responsibilities to the Director of Personnel.

Director of Human Resources: implementing procedures as specified in the Governor's Management Directive 505.25 Substance Abuse in the Workplace; coordinating other drug and alcohol prevention/education activities with appropriate University and SEAP personnel. Distribute document to staff, faculty, and administrative personnel.

Director of Law Enforcement and Safety: statutorily required to enforce the criminal laws of the Commonwealth and of the federal government. University Police Officers have full law enforcement authority.

5. Narcotics/Controlled Substances

Legal sanctions under local, State, and Federal law for unlawful possession, use or distribution of alcohol and illicit drugs, but are not limited to the following.

The Controlled Substance, Drug, Device and Cosmetic Act of 1972, P.L. 233, No. 64.

Pennsylvania Drug and Alcohol Abuse Control Act of 1972, P.L. 221, No. 63.

ALCOHOL

--Individuals selling or giving alcohol, or providing premises on which alcohol is served to persons under 21 years of age, are guilty of a **misdemeanor of the 3rd degree** for which the minimum mandatory fine is \$1,000.00.

--The possession, manufacture, sale or alteration of an identification card or driver's license falsely representing the birth date, age or identity of persons carries a possible \$300.00 fine and mandatory revocation of driving privileges for 90 days.

--Any person who hires, requests, or induces any person under 21 years of age to purchase, or offer to purchase liquor or malt or brewed beverages, as defined in 18 PA C.S. 6310.6 is guilty of a **misdemeanor of the 3rd degree** and shall be sentenced to pay a fine of not less than \$300.00.

--A person commits a **summary offense** if he/she being less than 21 years of age attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any alcoholic beverage. Upon conviction a person may be sentenced to pay a fine of \$300.00 and mandatory revocation of operating privileges for 90 days on the first offense.

--Driving While Intoxicated (D.U.I.) in Pennsylvania (_ .10 blood alcohol content) - is a **misdemeanor of the 2nd degree** and the court will not impose a fine of less than \$300.00 and a minimum term of imprisonment for not less than 48 hours on the first offense. In addition, a mandatory revocation of operating privileges for a period of not less than one month but not more than 12 months applies to the initial conviction.

--Intoxication is not recognized in Pennsylvania as a legal defense to criminal offenses.

NARCOTICS/CONTROLLED SUBSTANCES

--The acquisition, obtaining, or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge is a **felony** and carries a sentence of imprisonment not exceeding fifteen years or to pay a fine not exceeding two hundred-fifty thousand dollars (\$250,000.00) or both or such larger amount as is sufficient to exhaust assets utilized in and the profits obtained from the illegal activity.

--The sale at retail or dispensing of any controlled substance listed in schedules II, III, and IV to any person except when authorized by law to sell, dispense, prescribe or possess is a **misdemeanor** and carries a sentence not to exceed one year imprisonment and/or a fine not to exceed five thousand dollars (\$5,000.00) or both.

6. Biennial Review

The Personnel Director and the Vice President for Student Affairs or designee will conduct a biennial review of the University Drug and Alcohol Prevention Program to determine its effectiveness and propose changes if they are needed, and to ensure that the sanctions developed are consistently enforced.

7. Health Risks

The following controlled substances may lead to certain health risks as noted.

Alcohol: Addiction, liver diseases, Fetal Alcohol syndrome, higher than normal rates of peptic ulcers, pneumonia, cancer of digestive & respiratory tracts, heart & artery disease, & accidents.

Cocaine Addiction, heart seizures, lung damage, severe depression, paranoia, & anxiety.

Marijuana: Impaired short term memory, addiction, paranoia, increased heart rate, lung cancer, affects respiratory & reproductive systems, & suppresses immune system.

Hallucinogens:
(LSD, PCP, etc.) Dependence, unpredictable behavior, emotional thinking, flashback psychoses, affects heart rate & respiratory system.

Depressants:
(Barbiturates) Addiction, muscle rigidity, possible overdose (especially if combined with alcohol), & interferes with REM phase of sleep.

Stimulants: Addiction, paranoia, depression, confusion, possible hallucinations,

weight loss, dehydration, low resistance to disease, psychiatric problems, & higher rate of liver & heart disease.

- Narcotics: Addiction, lethargy, weight loss, depressed central nervous system, heart & lung abnormalities, hepatitis, AIDS (unsterile needles, reduction of visual activity, & constriction of the pupils).
- Inhalants: Incoordination, unconsciousness, suffocation, nausea, vomiting, damage to brain & central nervous system, sudden death, respiratory depression, and brain damage.
- Steroids: Increased blood pressure, baldness, skin problems, liver toxicity & cancer, arteriosclerosis, insomnia, loss of elasticity in tendons & ligaments, shrinkage & discoloration of testicles, decreased sperm count, fluid retention, pore enlargement -- women - general masculinization, and men - impotence, enlargement of breasts.

8. Education and Training

Employees - Literature and information regarding the dangers of drug and alcohol abuse will be disseminated to employees. Supervisors will receive information and training regarding their responsibilities in the administration of the substance abuse policy and SEAP.

Students - The University will encourage education on the use and abuse of alcohol and illicit drugs through academic courses and programs. Periodic handouts, newspaper articles, and other publications will be disseminated to the students.

9. Drug Awareness Program

Substance abuse is a serious and complex, but treatable, condition/disease that negatively affects the productive, personal, and family lives of those involved. The University is committed to addressing the problems of substance abuse by students and employees. In order to ensure the well being of students and employees, the University will provide access to necessary treatment and rehabilitation assistance. This program will identify the problem at the earliest possible stage and motivate individuals to seek help. It will direct the individuals to the most appropriate resources and ensure confidentiality. The program provides for concurrence and agreement by management and various employee unions.

10. Description of Counseling Rehabilitation and Treatment Available

The University is committed to the provision of drug counseling programs, rehabilitation and employee assistance programs. A list of resources is available at the Glennon Health Center and the Lock Haven University Wellness Center located on the ground floor of Woolridge Hall.

11. University Community Guidelines for Conduct - University Authority

The Commonwealth of Pennsylvania has the power to make and enforce laws and regulations which are essential to the establishment, maintenance, operation, and preservation of the Commonwealth. Lock Haven University is owned, established, funded, staffed, operated and maintained by the Commonwealth of Pennsylvania and has the authority to make and establish rules and regulations designed to enable the University to carry out its purpose without disruption either by external or internal influences. Any student or employee who is in violation of statutes, laws or regulations of the Commonwealth and/or regulations of Lock Haven University is subject to prosecution in the appropriate courts of the Commonwealth and, furthermore, is subject to disciplinary action by the University, either or both as may be determined by the proper and duly constituted offices of the Commonwealth and/or the University. The disciplinary authority of the University includes, but is not limited to, the

following: admonish, warn, censure, place on probation, require restitution, suspend, expel, eject from premises and/or arrest by civil authorities.

12. Dissemination of Information

All employees and students will receive annually a copy of the Drug and Alcohol Prevention Program distributed at the beginning of the fall semester. Newly hired employees will receive a copy of the Drug and Alcohol Prevention Program and the Executive Order upon employment. New students other than Fall admissions will receive a copy from the Student Affairs Office.

13. Certifications

Lock Haven University of Pennsylvania will provide a written certification to the Department of Education that it has adopted and implemented a Drug and Alcohol Prevention program. Prior to receiving or renewing a federal contract of \$25,000.00 or more or a grant of any denomination, the Vice President for Finance and Administration is responsible to ensure that the Certification of Drug Free Workplace is completed and sent to the appropriate federal agency.

14. Exceptions to Policy

The prohibition of possession and use of alcoholic beverages on campus does not pertain to the residence of the President and other sanctioned activities and locations which comply with state and federal law. Exceptions to the policy may be made with the consent and direction of the President or his designee.

08/24/90

C. BUSINESS CARDS

Business cards for University employees should contain the University logo with the full name of the University, "Lock Haven University of Pennsylvania." All cards will be printed in crimson (PMS 194) ink on the paper option of either gray or white stock.

D. CIVIL RIGHTS ACCOMMODATION/COMPLAINT PROCEDURE

*REQUEST FOR ACCOMMODATION/COMPLAINT
AMERICANS WITH DISABILITIES*

**SECTION 504 OF THE REHABILITATION ACT
TITLE IX SEX DISCRIMINATION**

Lock Haven University has established the following procedure for individuals to request information and/or assistance in relation to the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title IX Sex Discrimination.

A. Any individual needing information and/or assistance, as defined by the ADA, Section 504, or Title IX should contact any of the following Lock Haven University employees:

Director of Disability Services for Students	Coordinator of Services for Students with Disabilities	104 Russell Hall	Phone # 570-893-2926
Director of Facilities Management & Planning	Accessibility Concerns, Structural Accessibility Concerns &	B104 East Campus	Phone # 570-893-2139

	Architectural Barriers Accessibility Concerns		
Director of Human Resources	Employment Concerns	J202 East Campus	Phone # 570-893-2036
Director of Public Relations/Publications	Public Information Concerning University ADA Activities	5 Russell Hall	Phone # 570-893-2323
Executive Director, LHU Clearfield Campus	Clearfield Campus Accessibility & Employment	129 Founders Hall	Phone # 814-768-3401
Director of Athletics	Title IX	213 Thomas Field House	Phone # 570-893-2093
Director of Social Equity	Discrimination	301 Sullivan Hall	Phone # 570-893-2322

*Note: If the request requires modification of policy, the provision of additional equipment, facility modification or significant expenditure, please refer the request to the co-chairman.

- B. If the person receiving a request for assistance is able to resolve the matter, he/she shall complete a copy of the Request for Accommodation/Complaint form and send the completed form to the Director of Human Resources, Director of Facilities Management & Planning or Director of Athletics.
- C. If the person receiving the request is not able to provide an immediate solution to the request, he/she could provide the requester with a copy of the informal complaint procedure. In addition, the matter will be referred to the Director of Human Resources, Director of Facilities Management & Planning or Director of Athletics.
- D. In any event, the person making the request will receive a written response within 30 working days from the date the request is received by either Co-Chairman for ADA/Section 504/Title IX.
- E. The complainant shall have 15 days, not counting Saturdays, Sundays or Holidays from the date he/she receives the written response from the Co-Chairman to file a formal complaint with the Vice President for Finance and Administration, Vice President for Academic Affairs, or Vice President for Student Affairs.

E. REQUEST FOR ACCOMMODATION/COMPLAINT

Americans with Disabilities Act Section 504 of the Rehabilitation Act Title IX Sex Discrimination

THIS IS AN EXAMPLE OF THE FORM YOU WOULD FILL OUT

1. Date Received _____
2. Name and address of person making request _____
3. Is the person?
 _____ faculty _____ staff _____ student _____ job applicant
 _____ other (explain)
4. Name of person receiving request _____
5. Assistance requested or specifics of complaint:

6. If you wish, please describe any corrective action you would like to see taken with regard to the possible civil rights violation. Attach an extra page if necessary.
7. Person(s) responsible for providing assistance requested:
8. If approved, expected date for implementation _____
9. Is the solution acceptable?
 Yes No _____
(signature)
10. If the answer to question #9 is NO, inform the complainant that the matter will be referred to the ADA/504/Title IX Coordinators who will contact him/her within ten (10) calendar days from the date the accommodation offered was rejected.
11. Final disposition of request/complaint:

COMPLAINT PROCEDURE

FORMAL COMPLAINT PROCEDURE - AMERICANS WITH DISABILITIES ACT OF 1990, SECTION 504 OF THE REHABILITATION ACT OF 1973, and TITLE IX SEX DISCRIMINATION

Lock Haven University has adopted the following formal complaint procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Acts.

Formal complaints should be addressed to:

Mr. Robert Little Vice President for Finance & Administration Sullivan Hall, Room 303 570-893-2002	Ms. Sharon E. Taylor – Title IX Director of Athletics Thomas Field House, Room 213 570-893-2093
--	--

Mr. Robert Little has been designated to conduct formal ADA/ Section 504 compliance reviews. Ms. Sharon E. Taylor has been designated to conduct formal Title IX compliance reviews.

1. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint, and a brief description of the alleged violation.
2. A formal complaint must be filed within fifteen (15) working days after receiving an unacceptable response to a request for information and/or assistance, or within twenty-five (25) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of a formal complaint. The investigation shall be conducted by the Offices of the Vice President for Finance, Administration and Technology, the Vice President for Academic Affairs, or the Vice President for Student Affairs. This procedure requires a thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Office of the Vice President for Finance, Administration and Technology, Vice President for Academic Affairs, Vice President for Student Affairs or designee, and a copy forwarded to the complainant no later than thirty (30) days after its filing, not counting Saturdays, Sundays and Holidays.

5. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution issued by the Vice Presidents. The request for reconsideration must be made in writing to the President of the University within fifteen (15) working days of receipt of the response from the Office of the Vice President for Finance, Administration and Technology, the Vice President for Academic Affairs, or the Vice President for Student Affairs. The President will respond in writing within thirty (30) calendar days after receipt of the request for reconsideration.
6. The right of a person to a prompt and equitable resolution of a complaint filed using this procedure shall not be impaired by the person's pursuit of other remedies such as filing of an ADA/Section 504/Title IX complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested individuals to meet appropriate due process standards and to assure that Lock Haven University complies with the ADA, Section 504, Title IX and the implementing regulations.
8. The Director of the Personnel Office shall maintain the files and records relating to the complaints filed.

F. COMPUTER ACCOUNTS

Computer accounts are created for faculty and staff by completing a "Computer Account Request" form and presenting a photo ID at the Computing Center on the 5th floor of Robinson Hall. Accounts expire when faculty and staff are no longer employed by the University or upon request. Accounts are eligible for removal 120 days after termination of employment. Account creation, expiration, and removal apply to all hosts on which the individual has an account.

Definitions:

Expire: An account is marked with a date after which you can no longer login and e-mail is blocked. The files on your account remain unchanged, but you can not access them. The expiration must be changed or removed before you can login again.

Remove: An account is deleted from the system along with all files and mail associated with the account. An account must first be expired before it can be deleted. Accounts which are removed are first backed up to tape. Tapes are maintained for six months, then they are reused.

G. CRIMINAL BACKGROUND CHECK POLICY

(Act 34 Clearance)

POLICY: All Lock Haven University of Pennsylvania (LHUP) employees who have direct contact with child care and K-12 age children as defined by Act 34 must be certified as employable. Certification for new hires or for those who have a change in duties requiring contract with K-12 age children must be obtained. If the applicant/employee previously acquired certification, the effective date may not be more than one year prior to the appointment.

PROCEDURES:

Current Employees:

- Applications for Act 34 Clearance will be distributed by the Director of Camps or the Dean/Director of employees requiring such certification. These applications will be forwarded with remission paid by LHUP to the Pennsylvania State Police Central Repository.
- The certification will be mailed by the Pennsylvania State Police Central Repository to the employee's home. Once received by the employee, the certification should be given to the director. The director will copy the certification and send the original to Personnel for inclusion in the employee's personnel file.

- If clearance has not been obtained, the duties involving contact with child care or K-12 age children will be removed from the employee.

Hiring Process and Prospective Employees:

- When requesting a vacancy, the requestor should obtain a Personnel Action Control Form from the Human Resources Office and checkmark the box to signify that the person filling the position will require Act 34 Clearance.
- The language of the advertisement or posting should include the Act 34 requirement as well as the stipulation that the clearance must have been obtained no longer than one year prior to the expected appointment date.
- All costs associated with the procurement of the Act 34 Clearance will be borne by the applicant.
- The appointment letter will state that successful certification will be a requirement for continued employment with LHUP. Failure to obtain and provide certification to LHUP will result in termination.
- In special cases, when time does not permit the candidate to apply for and receive Act 34 clearance, a grace period of no longer than 90 days may be given. Until such time that the clearance is obtained, the employee may not perform duties that require contact with child care or K-12 age children.
- Upon appointment or, in unusual circumstances, upon receipt of the certification within the grace period, the employee will provide Personnel with the original document and retain a copy.
- Personnel will forward a copy of the Act 34 Clearance to the director.

H. EMPLOYMENT ADVERTISEMENT

THIS IS AN EXAMPLE OF THE FORM YOU WOULD FILL OUT.

NOTE: Please attach this form to the ad copy. This form must be completed and all approval signatures secured before placement of advertisement. The completed form should be submitted to the Public Relations Department no later than *five working days* before expected date of placement. Ads received with less than five days notification are not guaranteed immediate placement.

DEPARTMENT: _____

JOB TITLE:

CHOOSE ONE: Faculty Staff Management Coach

COST CENTER(S) TO BE CHARGED: _____

TYPE OF ADVERTISEMENT (choose one): _____ Classified _____ Display
(line ad) (boxed ad)

PLACE OF PUBLICATION	DATES OF PUBLICATION	ESTIMATED COST
_____	_____	_____
_____	_____	_____

CONTACT PERSON FOR THIS AD: _____ PHONE _____

Approval By: _____
APPROPRIATE VICE PRESIDENT DATE

Verification of completed PERSONNEL CONTROL FORM and approval of ad copy:

APPROPRIATE PERSONNEL SIGNATURE DATE

Approval of Ad Format By:

Scott Eldredge DATE
Director of Public Relations

I. GENDER DISCRIMINATION/SEXUAL HARASSMENT POLICIES AND PROCEDURES

GENDER DISCRIMINATION/SEXUAL HARASSMENT POLICY STATEMENT

Lock Haven University is committed to providing a learning and working environment that enhances the dignity and worth of every member of its community. To this end, the community must be free from discriminatory conduct of any kind. Thus, because such conduct subverts the well-being of the college environment, abuse, discrimination or harassment of any individual will not be tolerated.

Gender discrimination/sexual harassment in any form is not only contrary to University policy but also morally reprehensible because it undermines the dignity of community members and often represents an unfair exploitation of power.

As a university, we take seriously our responsibility to educate all members of the community about the nature of gender discrimination/sexual harassment, its effects on both individual and communal well-being, and the steps necessary to combat it. Lock Haven University is committed to equality of opportunity and freedom from discrimination for all of its students, faculty and staff.

Gender discrimination/sexual harassment and all forms of sexual intimidation and exploitation are of concern to the University. Governed by Title IX of the Education Amendments of 1972 which prohibits sex discrimination in education, Title VII of the Civil Rights Act of 1964 which prohibits sex discrimination in employment, and the Pennsylvania Human Relations Act of 1955 (and their amendments), the University seeks to prevent and correct such actions. Gender discrimination/sexual harassment is unacceptable conduct and will not be tolerated in any context at Lock Haven University, whether it be in a faculty/student, faculty/faculty, supervisor/employee, student/student, worker/co-worker, or other relationship regardless of the formal status of the persons involved. Individuals who engage in such behavior are subject to appropriate corrective action which, when warranted, may include termination of their relationship with the University. In addition, such persons may be held personally liable to the target of such behavior and be subject to sanctions independent of those imposed by the University.

Under Title IX, an individual is the victim of gender discrimination if he/she is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity operated by the University. In addition, under Title VII an employer commits gender discrimination if it (a) fails or refuses to hire, discharges, or otherwise discriminates against any individual with respect to his/her compensation, terms, conditions or privileges of employment, because of such individual's sex, or (b) limits, segregates or classifies its employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his/her status as an employee, because of such individual's sex.

Sexual harassment, which is a form of gender discrimination, occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or sexual comments into the work or learning situation. Though not limited to the following circumstances, often sexual harassment involves relationships of unequal power and contains elements of coercion, for example suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors. For purposes of this Policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurring when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or of a student's academic status or treatment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment to a reasonable person.

Types of behavior which may constitute sexual harassment include, but are not limited to:

- Sexist, sexually suggestive or intimidating remarks or behavior;
- Inappropriate and offensive uninvited sexual advances;
- Solicitation of sexual activity or other sex-linked behavior by promise of reward;
- Coercion of sexual activity by threat of punishment;
- Sexual assault.

SUPERVISORY CAUTIONS

Faculty and supervisors should be aware that amorous or sexual relationships with students or subordinate employees are strongly discouraged at Lock Haven University. Due to the inherently unequal nature of a relationship in which one party supervises, advises or evaluates the other, the apparent consensual status of an amorous relationship between such parties is suspect even when both parties have given voluntary consent. In such a situation, it is the ethical and professional responsibility of the person in the position of power to relinquish decisions regarding the subordinate and to remove him/herself from the supervisory role. In sum, such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment, and thus any person in a supervisory capacity enters at peril into amorous or sexual relations with a subordinate.

PROCEDURES FOR RESPONDING TO GENDER DISCRIMINATION /SEXUAL

HARASSMENT

All parties involved must clearly understand that gender discrimination/sexual harassment is not only a violation of University Policy, it is a violation of state and federal law. As a result, the complainant may proceed in one of three ways: (1) through the University procedure (described below), (2) through the legal system (state and federal agencies and/or the criminal justice system), or (3) through a combination of both. The complainant should inform the University if she/he intends to proceed through the legal system. Following the University procedure does not preclude pursuing the complaint through the legal system.

- This wording is consistent with applicable federal guidelines relating to sexual harassment. The University policy seeks to encourage students and employees to express freely, responsibly, and in an orderly fashion their opinions and feelings about any problem or complaint of gender discrimination/sexual harassment. Deliberate or malicious false accusations of gender discrimination/sexual harassment will not be tolerated. However, any act by a student or University employee of reprisal, interference, restraint, penalty, discrimination, coercion, or harassment—overtly or covertly—against a student or employee for responsibly using this Policy and its Procedures may itself be a violation of the Policy subjecting the perpetrator to disciplinary action under this Policy if appropriate.

PROCEDURES FOR RESPONDING TO GENDER DISCRIMINATION/SEXUAL HARASSMENT:

The University endorses a strong, widely disseminated and consistently enforced policy against gender discrimination/sexual harassment. As such, each University dean, director, department chairperson, search committee chairperson, administrator and supervisor is responsible within his/her area of jurisdiction for making appropriate referrals of complaints to the individuals identified in this policy. The University will annually publicize this policy in the Student Handbook; forward copies of it to all department chairpersons, deans, managers, and labor union leaders; and make announcements of any new procedure(s) in the campus newspaper and other means of existing communication.

THE UNIVERSITY PROCEDURE

Volunteers from the faculty and staff (representing bargaining units, including AFSCME and APSCUF) and student body will be recommended by their respective constituencies and appointed by the President or his/her designee to constitute:

- a seven-member Gender Discrimination/Sexual Harassment Board of Advisors
- a five-member Panel on Gender Discrimination/Sexual Harassment (in addition, the Panel will have a non-voting Chair as detailed below)

New members appointed to either group will undergo a mandatory training program, including sensitivity to issues of confidentiality as well as listening and communication skills, before assuming their responsibilities. Names of members of both groups will be publicized widely by the University. Members of both groups shall be recused from acting in a given matter when appropriate for conflict-of-interest or prejudice.

A. Gender Discrimination/Sexual Harassment Board of Advisors

Membership on the Board of Advisors should include faculty, staff, and students, and should represent bargaining units including AFSCME and APSCUF. The terms of membership will be as follows: three members of the Board will accept an initial three-year term; the remaining four members will accept a two-year term; thereafter, the term of membership will be two years. The tasks of the Board will be as follows:

1. to implement a program to educate the campus about sexual harassment;
2. to ensure that the institution's policy and procedures are widely publicized;
3. to offer informal consultation and information to employees or students of the University who believe they have been sexually harassed or discriminated against because of their gender;

4. to outline procedures that might be employed against an alleged harasser or alleged discriminator if the employee or student does not wish to institute a formal complaint.

B. Panel on Gender Discrimination/Sexual Harassment

The Director of Social Equity, or his/her designee in cases of conflict-of-interest, will act as the non-voting Chair of the Panel. The membership of the Panel should include faculty, staff, and students, and should represent bargaining units, including AFSCME and APSCUF. The terms of membership will be as follows: two members of the Panel will accept an initial three-year term; the remaining three members will accept a two-year term; thereafter the term of membership will be two years. The task of the Panel will be to review and investigate gender discrimination/sexual harassment complaints at the formal level, and to make findings of fact and report to the President concerning such complaints.

C. Procedure

Complaints will be heard in compliance with the following procedures:

Informal Process:

Employees or students of the University who believe they have been sexually harassed or discriminated against because of their gender (“the complainant”) may approach a member of the Gender Discrimination/Sexual Harassment Board of Advisors. Tasks of the Advisor will only involve offering consultation, information and attempted informal resolution. In attempting to achieve an informal resolution, the Advisor should act neutrally. The Advisor will immediately notify the Director of Social Equity as soon as he or she is approached by a complainant. The Advisor will hear the complaint, provide needed information (including channels both inside and outside the university through which complaints may be filed), and attempt to resolve the problem by informal means. Any informal resolution will be voluntary for both complainant and the respondent. Under this informal process, the University will impose no involuntary sanctions or discipline. Once the informal processing of a complaint is completed, all informal notes and records relative thereto, if any, are to be kept centrally and confidentially in the Office of the Director of Social Equity.

Formal Process:

If the informal process seems inappropriate, or if no formal resolution can be achieved, the complainant may formulate the complaint in writing and contact the Chair of the Gender Discrimination/Sexual Harassment Panel (who is also the Director of Social Equity) to file a formal complaint. Panel members meeting as a whole will then review and investigate the complaint, interviewing both parties to it, as well as any relevant witnesses or persons having knowledge of the situation. The Panel may meet as frequently as necessary to complete the investigation. Individual members of the panel will not conduct the investigation separately. Instead, the investigation will be performed by the Panel together as a whole. All interviews, meetings, telephone calls and other activities relating to the complaint will be carefully documented and clearly dated by the Panel. Complainants may be requested by the Panel, but not required, to face the respondent in a fact-finding meeting. Furthermore, neither a complainant nor a respondent may be compelled to attend a fact-finding meeting, though such meetings can be held in their absence if they choose not to attend and a determination made on the basis of the evidence before the Panel. During this process both the complainant and the respondent may be accompanied by an advocate whose role will be advisory only; advocate will not address the Panel directly. The fact-finding process is intended to be an investigation, not a adjudication, and the strict rules of evidence and criminal or civil procedure applicable in the external legal system do not apply.

After the Panel has declared that the investigation is complete, the Panel will prepare a written report which shall include the following:

- a. A statement of the findings of fact;
- b. A statement of the conclusions, if any, which the Panel has drawn;
- c. Any other relevant information deemed appropriate to the findings of fact.

The report will be completed and sent to the University President, or his/her designee in cases of conflict-of-interest, within fourteen working days of the conclusion of the Panel’s investigation. If the Panel does not reach a consensus, the report to the President should state that fact. In that event, a minority as well as majority report may be submitted.

Upon receiving the report from the Panel, the President will review it and determine a resolution. The final decision as to the outcome of the investigation and what, if any, action to be taken shall be the President's. The President shall have absolute discretion to accept or reject the findings and/or conclusions in the report in whole or in part, and shall have the authority to seek additional information as she/he deems appropriate. Any resolution by the President will be determined after she/he has conducted any required pre-disciplinary hearing(s). If the decision goes against the respondent, the President may take disciplinary action against him or her. Possible sanctions include, but are not limited to, written or oral reprimand, demotion, suspension or leave of absence without pay, temporary or permanent debarment from university functions, activities and memberships, or termination from the University. The President will inform the complainant and the respondent of his/her decision writing within thirty working days of receipt of the Panel's report. Full disclosure of the President's decision will be given to the complainant, including any resulting disciplinary action. All such disclosed information is to be kept confidential by both parties. The decision of the President shall be final within the University.

All records of the formal process (including the complaint, records of the Panel's hearings, the report to the President and the President's decision) will be secured in the Office of the Director of Social Equity. In the event that the President takes disciplinary action against the respondent, a copy of the President's decision shall be placed in the respondent's personnel file, in accordance with the terms of any applicable Collective Bargaining Agreement.

At the end of each academic year, statistics concerning the number of sexual harassment complaints filed and a general description of dispositions (preserving the confidentiality of the parties involved and not including any personally identifiable information) will be made public by the Director of Social Equity.

Confidentiality

Because of the University's commitment to a discrimination-free environment, the resolution of the complaint will involve a thorough investigation and appropriate actions as indicated by the results of that investigation. Although every effort will be made to protect the identity of the complainant during the investigation, sometimes that is not possible.

During informal resolution, all reasonable efforts will be made to ensure the confidentiality of information received, including the identities of the parties. Since no sanctions will be recommended or imposed on the accused in the informal resolution stage, the identity of the complainant will be disclosed to the accused only if the complainant gives permission. If, due to the circumstances of the alleged harassment, it is not possible to conduct a review of, or resolve, the complaint and at the same time maintain confidentiality, the complainant will be informed and will be given the option of proceeding or withdrawing from the process. During formal investigation the identity of the complainant will be made known to the accused party; every reasonable effort will be made to protect the privacy rights of all parties, but confidentiality cannot be guaranteed.

Timeline

Time constraints will go into effect beginning with the filing of the formal complaint, which must be filed **within 180 days** (including weekends and summer) of the alleged discrimination or harassing incident. Upon the filing of a formal written complaint by the complainant with the Chair of the Panel (Director of Social Equity), the Panel will have a **maximum of 30 working days** to complete investigation of the complaint. The Panel's report will be sent to the President or his/her designee **within 14 working days** after the investigation has been declared closed by the Panel. **Within 30 working days** from the receipt of the Panel's report, the President will review the complaint and determine a resolution; copies of his/her determination will sent to both parties. These time frames may be extended through mutual agreement of the University (acting by the Director of Social Equity), the complainant and the respondent. The University (acting by the Director of Social Equity) may also unilaterally extend any stage of the proceedings for good cause for up to 30 days beyond the time frames specified herein. Such a unilateral extension may occur no more than twice in the processing of any given complaint.

Working days shall be defined for these purposes as weekdays (excluding weekends and holidays, but including the summer).

The complainant should be aware that if she/he intends to file a complaint outside the University with the Office of Civil Rights or the Pennsylvania Human Relations Board, such complaint must be filed **within 180 days** (including weekends and summer) of the alleged discrimination or harassing incident.

J. HIRING PROCEDURES FOR STAFF AND MANAGEMENT SEARCHES

When a vacancy exists, the following outlines the steps involved to fill a position:

1. Review job description and revise if necessary.
2. Complete Personnel Action Control Form and submit to appropriate Vice President with current, accurate job description.
3. When approval is given by the Vice President for Finance, Administration and Technology to fill a position, the Social Equity officer acknowledges the vacancy and the position is posted in accordance with the collective bargaining agreement.
4. Determine if external advertising is needed. If necessary, seek approval from Vice President and Social Equity Officer and then present to the Director of Public Relations.
5. Develop questions that are nondiscriminatory to ask each candidate. Questions must be job related only. Questions must be forwarded to the Director of Social Equity and Human Resources department for approval.
6. Develop applicant evaluation instrument and forward a copy to the Offices of Social Equity and Human Resources.
7. Acknowledge receipt of resumes and applications by sending letter to applicant and enclosing Affirmative Action Data Control Forms.
8. Review applicant pool and verify representation of minorities and women.
9. Conduct initial screen of applicant pool to see that candidates have the knowledge, skills and abilities to perform work. Job Service Center conducts the initial screenings and pertinent testing for staff candidates.
10. Narrow the pool to three or four of the most qualified candidates (performed by Lock Haven Job Service, in some cases).
11. Conduct Reference Checks. Three reference checks should be conducted by Search Committee Representative(s) to be recommended for hire. The same person must conduct all reference checks and the same questions must be asked of each candidate. Forms for reference checks can be obtained through the Human Resource Office. Check references of the finalists. Give the Personnel Action Control Form to the Social Equity Officer to review and approve the selection process by using part two of the Personnel Action Control Form. This will be forwarded to the appropriate Vice President/President for consideration and/or approval.
12. Forward an unranked list of qualified candidates who can complete the job description and meet the qualifications of the position to the appropriate Vice President and Social Equity Officer.
13. Conduct "Exit Interview" and complete appropriate form. Send information to Social Equity Officer.
14. If the appointee is an internal candidate and the offer has been made to and accepted by the internal candidate, the appointee may work full-time in his/her current position for one week. During week two, the employee will split work time between the current and the newly assigned position. The promotion or transfer will become effective at the end of week two and the appointee will relocate to the new job

site. The appointee may provide five half days work to the prior department to assist in training of a replacement or completion of duties.

15. Negotiate start date for external appointments.
16. Construct and issue appointment letter.
17. Notify all unsuccessful candidates of non-selection.
18. All recruitment records will be retained by the Office of Social Equity. All original records related to the search are subject to review by federal and state compliance agencies and must be maintained for at least three years. All files should be sent to the Office of Social Equity for storage. Files should be prepared as follows:
 - Each candidate's file is to be purged of duplicate materials and all paper clips removed.
 - All files should be placed in chronological order (latest date first). Each folder is to be labeled as (1) name of position; (2) department; (3) position start date.
 - All documentation and evaluation material must be kept (including all completed matrices).
 - A master list of all applicants should be included, as well as a copy of the advertisement, sample letters of all correspondence, rating sheets, evaluation forms, etc.
 - All records should be submitted within three weeks of the conclusion of the search.

K. INJURY LEAVE PROGRAM

POLICY AND PROCEDURES FOR THE INJURY LEAVE PROGRAM

POLICY STATEMENT:

All employees are eligible to receive benefits under the Injury Leave Program when an injury or disease is determined to be work related.

PURPOSE:

To advise employees of their injury leave benefits; to ensure an administrative system that will be timely and accurate; to assist employees to prevent jeopardizing these benefits.

RESPONSIBILITY:

All employees, Supervisors, Managers, Law Enforcement and Safety Office, and the Personnel Office.

PROCEDURES:

1. Eligibility: All injuries suffered in carrying out regular duties are normally covered.
Exceptions are:
 - A. Injuries that are self-inflicted or caused by the employee's violation of the law or the Hospital's rules and regulations.
 - B. Injuries intentionally inflicted by another party due to personal differences between them and not related to the employee's job.

If eligibility is established, benefits will be provided under the Pennsylvania Workmen's Compensation Act and the supplemental benefits program of Injury Leave.

2. Employee must:

- A. An employee must give notice to the employer in accordance with PA Workmen's Compensation Law within 21 days after the injury, or no compensation will be due until such notice is given, and unless such notice is given within 121 days after the occurrence of the injury, no compensation will be allowed.
- B. Obtain an initial examination.
- C. Keep supervisors and the Personnel Office informed of current physical status. A physician's certificate must be furnished to support a claim for any absence from work due to injury.
- D. In a timely manner, respond to all accident-related communications and comply with all Supervisory/Personnel Office requests for medical documentation.

Unless requested otherwise, medical documentation should be furnished at least on a monthly basis to support entitlements to continued benefits.

- E. Immediately notify the Supervisor and the Personnel Office in the event of a recurrence of disability.
- F. Return to regular or limited/light duty on a full or part-time basis when permitted by the physician.

NOTE: The employee is solely responsible for obtaining the medical reports and getting them to the Personnel Office as soon as possible after the accident. The preparation of the medical report and the prognosis is a patient-physician concern and not the responsibility of the Hospital or the Personnel Office. When the employee fails/refuses to furnish the required reports, benefits may be terminated and the employee will be subject to disciplinary action.

3. Supervisors:

- A. Each Supervisor shall:
 - 1. Provide training to employees in the performance of their job duties to encourage safe work habits.
 - 2. Maintain safe work areas and conduct an active safety program.
 - 3. Identify which employees have first aid training and can be called upon in case of emergency.
- B. When an emergency occurs, supervisors shall:
 - 1. Ensure medical treatment is immediately obtained.
 - 2. Determine if injured employee needs an escort and, if required, accompany (or delegate a responsible person to escort) the injured employee to a designated medical treatment facility.
 - 3. Remind the injured employee that medical information is required to complete the injury reports and, in case of any absence due to injury, a Physician's Certificate is required.
 - 4. Immediately investigate the injury and complete the accident report based on the following guidelines:

- a. knowledge of employee's actual duties at the time of injury.
 - b. working conditions at the time of injury (weather conditions, equipment used, safety, other party involvement, general job duties, condition of work area, etc.).
 - c. questioning of witnesses for probable causes.
 - d. knowledge of employee's medical history. Has previous sick leave been used or has the employee complained about similar physical problems related to the type of injury?
5. Forward a memorandum to the Personnel Office if it is suspected that:
 - a. injury was intentionally self-inflicted.
 - b. injury was caused by an act of another party and intended for personal reasons, and not directed against him as an employee or because of his employment.
 - c. injury was caused by acts not in the furtherance of the business of the employer, e.g., horseplay, under the influence of drugs or alcohol, etc.
 - d. injury was caused by a violation of the law, safety rules, or Lock Haven University policies.
 6. Forward accident report to arrive in the Personnel Office within 24 hours of accident occurrence.
 7. Insure that the Personnel Office is personally notified as soon as practical on the first day that lost time occurs and the first day that the disabled employee returns to work.
 8. Maintain personal contact with the employee for the purpose of ensuring that appropriate benefits are being received.
 9. Ensure that return-to-work plan or light/limited duty restrictions are not violated.
 10. Provide follow-up training to employees in order to prevent future accidents.

4. Personnel Office shall:

- A. Develop and maintain internal control procedures.
- B. Conduct an active program to keep all employees informed of intent, purpose, and benefits of this program.
- C. Review all submitted forms for completeness and accuracy.
- D. Ensure timely preparation and processing of necessary reports and forms.
- E. Inform employees of benefits approval/disapproval and the appropriate entitlements and responsibilities.

- F. Coordinate with Managers/Supervisors and schedule personal interviews with disabled employees.
 - G. Monitor each case to determine if eligibility requirements continue to be met.
 - H. Coordinate with the Managers/Supervisor the development of a return-to-work plan compatible with the physical limitations of the disabled employee.
 - I. Monitor and process necessary disciplinary actions to employees who fail to comply with requirements of this program.
5. Law Enforcement and Safety Office shall:
- A. Immediately investigate accidents and report any circumstances which may have a bearing upon the Injury Leave determination.
 - B. Recommend corrective actions to eliminate recurrence of accidents.
 - C. Recommend policies and programs to instill and maintain a safety conscious attitude in all employees.
6. General Information:
- A. Inservco Insurance Services, Inc., our insurance company, determines if any injury is, in fact, work-related. Employees are entitled to file an appeal against the findings and determinations of Inservco Insurance Services, Inc.
 - B. All associated doctor and hospital bills should be forwarded directly to Inservco Insurance Services, Inc. If immediate payment is required from the injured employee, a receipted bill should be forwarded to the Personnel Office and it will be mailed to Inservco Insurance Services, Inc. for reimbursement.
 - C. Prescriptions related to Workmen's Compensation claims are not covered by pre-paid drug plans.
 - D. Employees may elect to use accumulated sick, annual and/or personal leave to supplement workmen's compensation benefits. Employees who do not choose to use their leave or who have no accrued leave will be in a leave without pay with benefits status for up to one year.
 - E. Employees who have accrued leave will receive full salary pending payment of workers' comp. Salary overpayments may occur that must be recouped. Pending workers' comp, employees must be placed on unpaid injury leave if paid leave is not available.
 - F. Employees are entitled to up to one year of paid benefits regardless of leave status. Employees using paid leave for the entire absence would have full benefits for the entire duration of paid leave, even beyond one year.
 - G. Employees can be on injury leave with benefits for one year. The one year of injury leave with benefits is one cumulative year within three years from date of injury and the guaranteed right of return lasts for three years.
7. Any questions regarding these procedures should be referred to the Personnel Office.

L. NON-DISCRIMINATION POLICY

Lock Haven University is firm in its resolve that equal employment and educational opportunity shall be accorded to all qualified individuals without regard to race, color, religious creed, disability, life-style, affectional or sexual preference, national origin, ancestry, union membership, age or sex.

The ultimate objective of this policy is the abolition of practices which tend, inadvertently or otherwise, to discriminate against women and minorities.

The objective of the Lock Haven University Social Equity Plan is to facilitate equal opportunity by taking positive, aggressive steps to improve the employment and educational conditions for all who choose our University as their place of work or study. By enlisting the aid and cooperation of all segments of the campus community behind the equal opportunity effort, the objectives of the Lock Haven University Social Equity Plan shall be accomplished.

All inquiries concerning the program are encouraged to be submitted to the designated Director of Social Equity of Lock Haven University, (570) 893-2322.

This policy is in compliance with federal and state laws, including but not limited to, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act.

Any individual having suggestions, problems, complaints, or grievances with regard to discrimination under Title IX is encouraged to contact one or both of the designated Title IX coordinators who will review, investigate and respond as appropriate. The Title IX coordinators are:

Director of Equal Opportunity in Sports
Director of Athletics
213 Thomas Field House
893-2093

Director of Social Equity
301 Sullivan Hall
893-2322

Any individual having suggestions, problems, complaints, or grievances with regard to discrimination under Section 504 of the Rehabilitation Act of 1973 and/or the Americans With Disabilities Act is encouraged to contact one or both of the designated Section 504/ADA coordinators who will review, investigate and respond as appropriate. The Section 504/ADA coordinators are:

Director of Facilities Planning
B104 East Campus
893-2139

Director of Human Resources
J202 East Campus
893-2033

M. OVERTIME POLICY AND PROCEDURE

POLICY:

Overtime usage is a matter of concern at all levels of management. The associated expenses in an era of austere budgeting demand that costs be held to a reasonable minimum. The procedures prescribed herein are not intended to discourage legitimate, essential use. Rather, they are intended to insure that each use is fully justified and documented.

Authority to approve overtime usage is vested in the President, Vice Presidents, and Deans, or those they designate. Eligibility for overtime compensation (compensatory time or pay at straight-time or premium-time rates) will be as follows:

1. Management employees in pay grades **140-170** are entitled to compensation at straight time, or compensatory time off for overtime worked. **Payment at time and one-half should not occur under any circumstances. Time off at the straight-time rate (or fraction thereof) shall be the first consideration and normal method of compensation.** Straight-time rate (or fraction thereof) monetary payment is approved in those situations where the manager is not in control of his/her work schedule and is working so much overtime that time off from work is not an option. Tactical Leadership/senior professional positions are not ordinarily entitled to compensatory time. These positions may be eligible in rare and exceptional circumstances, such as a major strike action or other campus emergency. The Office of the Chancellor must be consulted in situations where universities are considering making tactical leadership/senior professional positions eligible. **Strategic leadership and executive positions would not be eligible.**
2. Employees within the bargaining units represented AFSCME and SPFPA - compensatory time off or cash payment as specified in the appropriate agreement and at the rate indicated in the agreement.
3. SUA Employees (covered by a collective bargaining agreement, but in addition are subject to the following.

Compensation for time worked over 40 hours per week will be granted as time off on an hour per hour basis and shall be scheduled by the President or his designee. Management and the employee may agree that pay, at the regular hourly rate, may be given in lieu of compensatory time off.

FORMS

If agreement is reached to pay for compensatory time earned, Form 929, Time and Attendance Record, and the Overtime Authorization Form will be submitted to payroll for processing.

If compensatory time is chosen, the Overtime Authorization Form and the compensatory time balance will be maintained in the originating department. A copy of the Overtime Authorization Form will be sent to Personnel. Compensatory time balances will be submitted to the Personnel Office on a quarterly basis.

PRIOR APPROVAL

Overtime must be **pre-approved** by the president, vice president, dean, or designee for employees unless unusual circumstances require the employee to work additional hours. In such cases, post approval will be granted by the appropriate manager. This approval will be maintained on the Overtime Authorization Form.

Updated 08/12/02

Overtime Request and Authorization Form

Department or Office: _____

Cost Center: _____

Employee: _____

Number of Hours Required: _____

Date(s) Required: _____

Purpose: _____

Anticipated Compensation:

_____ Compensation Time OR _____ Overtime Pay

Date of Request: _____

Requestor: _____

Final Action

_____ Approval

_____ Reduction to _____ Hours

_____ Disapproval

Date: _____

Signature: _____

Except in cases where it is impractical to do so because of an emergency (defined as a situation where the safety of persons is jeopardized or when serious damage to University property is imminent), overtime for non-faculty employees requires advance approval by the president, vice president, dean, or designee having jurisdiction. Subordinate managers and chairpersons faced with an overtime requirement must complete the Overtime Request and Authorization form and send it through administrative channels to the president, vice president, dean or designee having jurisdiction. If approved, the form is to be returned to the requester and attached to the STD 929 Form, TIME AND ATTENDANCE RECORD, on which the overtime for payment is reported to the Personnel Office. If compensatory time is approved, the Overtime Authorization Form and the compensatory time balance will be maintained in the originating department. A copy of the Overtime Authorization Form will be sent to Personnel. Compensatory time balances will be submitted to the Personnel Office on a quarterly basis.

In cases of emergency, where time does not permit advance written approval, the manager or chairperson will request via telephone or personal discussion the overtime requirement with the person having jurisdiction. If approved, the Overtime Request and Authorization form is to be completed after the fact and attached to the TIME AND ATTENDANCE RECORD STD 929, in the manner described above.

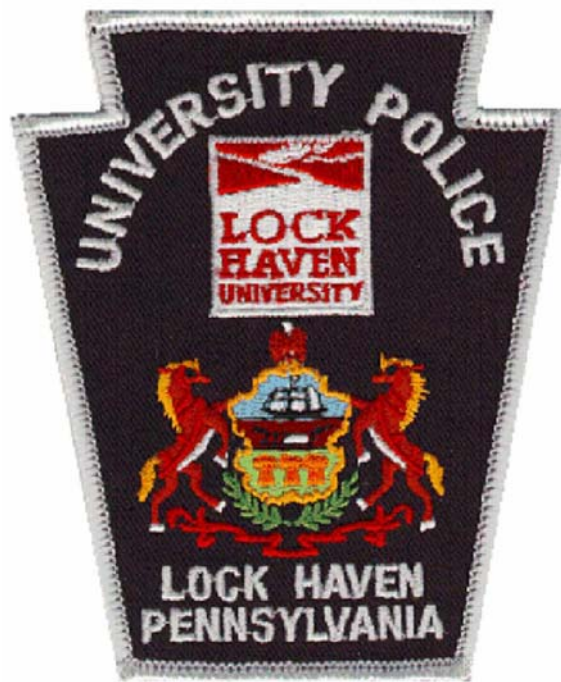
Under anticipated compensation, indicate by checking compensation time or overtime pay, how you expect the employee(s) to be reimbursed for working the approved overtime.

Additional forms can be obtained from the Personnel Office.

Lock Haven University
Main Campus and Clearfield

PARKING REGULATIONS

**Effective
2005-2006
Academic Year**



Notice

Any person who wishes to register their vehicle for on campus parking and who is in arrears of any parking fines will not be permitted to do so unless all fines and penalties are paid.

Revised July 1, 2004

Authorization and Enforcement

The Pennsylvania Crimes Code (Title 18) of 1972 (Act 334), Section 7505, Act 334 of 1949 and Act 188 authorizes all Commonwealth agencies and university presidents to regulate, govern, and enforce motor vehicle traffic and parking on Commonwealth property and university campuses.

Operator Responsibility

The operation of a motor vehicle on this campus is a privilege, and the university reserves the right to restrict, suspend or revoke this privilege for just cause. Failure to have read the regulations governing all motor vehicle on the campus of Lock Haven University shall not constitute a valid excuse from compliance. If the vehicle is not registered with the University Law Enforcement Division, a notice of violation will be sent to the address of the owner of said vehicle. Lock Haven University assumes no responsibility/liability for the care or protection of vehicles/contents while operated/parked on university property. Visitor permits, temporary permits, and overnight permits are available at LHU Law Enforcement Office 24 hours a day 7 days a week. Any questions, concerns or problems related thereto should be directed to:

**Director of Law Enforcement and Safety
Glennon Hall
893-2278**

Approved by President Dr. Keith Miller

PARKING FOR SPECIAL PROGRAMS

Persons responsible for conducting special programs, meetings, conferences, workshops, clinics, etc. which are likely to attract visitors to the campus are expected to inform the participants about the vehicle registrations and parking requirements and any special parking arrangements which may have been made with Law Enforcement and Safety. Unless special arrangements have been made, registered visitor parking is limited to Area #9.

Parking Areas and Hours

Area parking is considered "Open Parking" after indicated hours with the exception of Area 8, 9, 14, 15 and 19.

Area #	Hours
Faculty and Staff Gold Decals	
5 and 5A	Monday - Friday 7 AM - 7 PM
10	Monday - Thursday 7 AM - 10 PM
	Fridays 7 AM - 5 PM
1, 2, 3, 3A, 3B, 4, 4A, 9	Monday - Friday
12, 13, 14, and 17	7 AM - 5 PM
Resident Students Red Decals	
6, 6A, 6B, 6C and 6D	7 days a week 24 hrs.
7	Sun 5 PM - Fri 5 PM
Commuter Students Green Decals	
8, 9, 14, and 19	Monday - Friday 7 AM - 5 PM
No parking permitted	Monday - Friday 12 AM - 5 AM
Food Service Personnel Silver Decals	
11 Monday - Friday	5 AM - 9 PM

Reserved Lot Purple Decals

16 Monday - Friday	7 AM - 7 PM
-------------------------	-------------

Reserved Lot Blue Decals

	Monday - Friday 5 AM - 7 PM
No parking permitted	Monday - Friday 12 AM - 5 AM

Jack Stadium Orange Decals

14 Monday - Friday	6 AM - 6 PM
-------------------------	-------------

Visitors* Temporary Permit

9	
---	--

Campus Village Yellow Decals

18 Monday - Friday	Sun 5 PM-Fri 5 PM
-------------------------	-------------------

*Temporary Parking Permit required. (Permit may be obtained at Law Enforcement and Safety in the Glennon Infirmary).

Parking Areas			
Area #	Location		
1	Sullivan Hall	6D	Between McEntire and High Hall
2	Glennon Infirmary	7	Adjacent to Glenn Road
3	Campus Street	8	Adjacent to Susquehanna Ave.
3A	Between Zimmerli Gymnasium and Akeley Hall	9	Adjacent Railroad Street
3B	Behind Akeley Hall	10	Behind Sloan Fine Arts Center
4	Zimmerli Gymnasium	11	Behind Bentley Hall
4A	Behind Zimmerli Gymnasium	12	In Front of Medical Professional Building
5	Behind Ulmer Hall	13	Recreation/Honors House
5A	Behind Smith Hall	14	Jack Stadium
6	North Hall	15	Adjacent to Fairview Street (old Silk Mill)
6A	Gross Hall	16	In front of Tennis Courts
6B	McEntire Hall	17	Court House Annex
6C	High Hall	18	Campus Village
		19	Adjacent Railroad Street (between Rec Center and Medical Professional Bldg)

Definitions:

Lock Haven University. All lands and buildings owned or leased by the University and operated by Lock Haven University, including Lock Haven Clearfield Campus.

Visitors and guests. Those person not currently employed at Lock Haven University or not currently enrolled at the university as a student.

Unauthorized area. Any area where a vehicle has not been assigned to park. All vehicle which do not display a valid parking permit issued by the University Law Enforcement office and are parked on university property shall be assumed to be parked in an unauthorized area, which will be deemed prohibited parking (See Article IV).

Off-Campus Student. Off campus housing (at the Lock Haven University main campus only) considered to be within walking distance to the campus, as defined by the University Parking Committee whose local or permanent address is within th designated perimeter.

Commuter Student. Any university student whose local residence is outside the designated perimeter, as defined by the University Parking Committee.

Resident Student. Students residing in university owned residence halls (High, North, McEntire, Gross, Russell, Woolridge, or Smith).

Campus Village Student. Students residing in Campus Village.

All other definitions in the rules governing Parking Regulations at Lock Haven University shall be the same as those definitions in Title 75 of the "Vehicle Code for Pennsylvania, Section 102".

Article I General Provisions

Section 100 - Registration - Faculty, Staff, Students, and Visitors who are eligible to park a motor vehicle on the campus of Lock Haven University must secure a parking permit by registering their vehicle at the University Law Enforcement Office located in the Glennon Infirmary by September 1, 2004. The intended operator must register the vehicle in person. Failure to register your vehicle and obtain a parking permit will result in a parking violation. Faculty/Staff hangtags valid until termination of employment. Students decals valid until withdraw/dismissal or graduation. Valid 8-15-04 through 8-15-05.

Section 101 - Eligibility – Faculty, Staff, Commuter Students, Residence Hall Students with 48 earned credits are eligible to park for a fee, a registered vehicle on campus. Resident Hall Students with less then 48 credits may not park on lower campus. Off- Campus Students residing within the perimeter outlined by the University Parking Committee will not be permitted to register a vehicle until September 13, 2004.

Section 102 - Ownership – To obtain a parking decal or permit the vehicle must be owned by registrant or a member of his/ immediate family. Registration card or temporary registration form and registrant driver's license must be presented at time of registration. At no time may a student register another student's vehicle. The person, in whose name a vehicle is registered, wi be held responsible for University Motor Vehicle Regulations regardless of who was operating the vehicle at the time of the violation.

Section 103 - The enforcement of parking regulations are in effect throughout the calendar year. During emergency conditions regulations may change.

Article II Parking Areas

Section 200 – General - All parking areas are properly signed throughout the campus (**Refer to Parking Map**). Vehicles are required to be parked within lined spaces in their designated areas during the time periods specified on Parking Map.

Section 201 – Commuter Students - Students living outside the designated perimeter will be issued a green decal and permitted to park in Areas 8, 9, 14, or 19 (**Refer to Parking Map**).

Section 202 – Off Campus Students - Students living within the designated perimeter may be issued any remaining green decals starting September 13, 2004 and permitted to park in Areas 8, 9, 14, or 19 (**Refer to Parking Map**).

Section 203 – Resident Students – Students with 48 earned academic credits, residing in Russell, Smith, Woolridge, High, North, Gross or McEntire Hall will be issued a red decal indicating that this privilege has been granted and will be permitted to park in area 6, 6a, 6b, 6c, 6d or 7 (**Refer to Parking Map**).

Section 204 - Campus Village Students - Students residing in Campus Village will be issued a yellow decal and permitted to park in Area 18 only (**Refer to Parking Map**).

Section 205 - Faculty/Staff – Vehicles with gold hangtag must park in area 1, 2, 3, 3a, 3b, 4, 4a, 5, 5a, 9, 10, 12, 13, 14 or 17 (Refer to Parking Map).

Section 206 – Purple Reserved – Faculty/Staff - Vehicles with purple hangtags must park in area 16 (Refer to Parking Map).

Section 207 – Blue Reserved – Faculty/Staff/Commuter - Employees and eligible commuter students. Refer to Section 300 who wish to guarantee a parking space for Area 15 (Refer to Parking Map).

Section 208 - Jack Stadium – Approved resident students will be issued an orange decals for Area 14. Registrant must submit a written request for this permit.

A permit for Area 7 may be issued with the approval of the Director of Law Enforcement. The director will make a decision on parking availability after all eligible students have registered. Orange decals will be issued for Jack Stadium to resident students not eligible. Valid for one semester only. A written request is required indicating why parking is needed. A permit may be issued with the approval of the Director of Law Enforcement. 125 parking decals will be sold. (Refer to Parking Map).

Section 209 - Food Service Employees – Vehicles with silver hangtag must park in area 11 (Refer to Parking Map).

Section 210 - Visitor Parking - Visitors must obtain a parking permit from the Law Enforcement office and park in our visitor lot area 9 (Refer to Parking Map) unless otherwise approved for another area. Valid registration and driver’s license must be presented upon registering.

Section 211 - Handicapped Spaces – Reserved for persons with state handicapped placards or license plates or severely disabled veteran license plates, 24 hours a day, year round.

Section 212 -Temporary Disabilities/Medical Permits – Special arrangement for a Medical Parking Permit can be made for individual with temporary disabilities through the University Law Enforcement office (doctor’s excuse required). However, vehicles with these university medical permits are not permitted to park in designated handicapped parking spaces. These permits are issued for no more than two weeks. These permits will not be issued to anyone who does not have a Lock Haven University valid decal or hangtag.

Section 213 – Closed Parking Areas – The following areas are designated by signage as closed from 12 midnight – 5 am Monday – Friday, Area 8, 9, 15, and 19. (Refer to Parking Map).

Section 213 – Loading, Unloading, Pick-Up and Delivery - Permitted in any designated loading zone for a maximum of 20 minutes provided the vehicle warning flashers are operating. (Note: 4-way flashers cannot be used for visitation of campus personnel or departments.) Loading zones are marked in yellow and clearly indicated by posted signs.

Resident students are authorized to park for 20 minutes in loading areas by their residence halls at the beginning and end of semesters and official college recessed for the convenience of handling personal effects. (4-way emergency flashers required.)

Employees are authorized to park in restricted areas for 20 minutes, other than fire lanes, for the purpose of work-related loading and unloading (4-way emergency flashers required). This section does not apply to reserved parking spaces.

Emergencies that require the motor vehicle to be parked in an unauthorized, or otherwise restricted area must have a signed explanatory note placed on the windshield and its location must be immediately reported to the Law Enforcement Office.

Any illegally parked vehicle that is disabled must be moved immediately all other vehicles must be moved within 24 hours and Law Enforcement must be notified.

Article III Registration Fees and Decal/Hangtag Control

Section 300 - Fees

Gold Hangtag - Faculty/Staff (full/part-time).	\$5.00
Gold Hangtag - Administrators reserved space.	35.00
Gold Hangtag - Resident Directors	20.00
Silver Hangtag - Bentley Employees	5.00
Silver Hangtag - Bentley Supervisors	35.00
Purple Hangtag - Approximately 114 will be issued to employees on a first come first serve basis	35.00

Blue hangtag/decals - approximately 200 will be issued in the following sequence:	35.00
a. 40 hangtag issued to University Employees.	
b. Commuter students on a seniority basis. 70 or more credits starting Aug 15 th until Aug 30 th . 40 or more credits on Aug 31 th and Sept 1st. 0 or more credits on Sept 2 nd and Sept 3 rd .	
Green decals - Commuter Students (full/part-time).	5.00
Green decals - after September 13, 2005 for off-campus students until decals are sold out.	5.00
Red decals - Resident students with 48 earned credit hours.	20.00
Yellow decals - Campus Village residents.	20.00
Temporary Permits - persons requiring parking for 5 or more consecutive days.	5.00
Visitor Permits -	no charge
Temporary permits are required for registrant's who require parking for vehicle's not registered.	no charge
Special permits may be issued to resident students not meeting the 48 credit hours requirements with medical or local employment needs.	
Valid for one semester only.	20.00
Jack Stadium decals (valid for one semester)	5.00

Section 301 – Decal Restrictions - All hangtag decals must be visibly displayed from the rear view mirror of registered vehicle. All student decals must be affixed by removing the backing and placing decal to the lower right-hand corner outside of rear window. Temporary parking permits (visitor, special, etc) must be displayed from the rear view mirror.

Decals are valid from August to August with the exception of special parking decals/permits.

Upon sale, trade or other disposition of any vehicle registered, the registrant must notify our department. Student decals must be returned to our office to obtain another decal at no charge. Upon purchase of new vehicle or adding a vehicle the registrant must bring to our department the valid registration.

Decals or permits lost or stolen will be assessed the current permit fee for a replacement permit.

Section 302 – Off-Campus Perimeter

See University Law Enforcement Office Map For Detailed Perimeter.

Section 303 – Temporary Parking Permits – Faculty, staff or students who bring an unregistered vehicle to campus are required to display a temporary parking permit which must be obtained at University Law Enforcement Office. Temporary hangtags/permits that expire are considered to be unregistered vehicles will result in a parking violations.

Article IV Regulations

Section 400 - Registrants may park only in the area(s) indicated by their respective permit/decals, except at such times when Open Parking is authorized. **Refer to Parking Map.**

Section 401 - Open parking allows any vehicle registered at Law Enforcement to park in any area, but not in the reserved spaces in an area. Open parking does not alter or diminish any other parking or registration requirements.

Section 402 - Open parking is authorized between Monday-Friday from 7 pm – 7 am and all day Saturday and Sunday, except when otherwise posted.

Section 403 - Vehicles must be parked between two white lines which designates a proper parking space. It is not feasible to mark with signs or paint all areas of University property where parking is prohibited. Parking is prohibited on lawns, driveways, fire lanes or sodded areas.

Section 404 - Restricted areas such as fire lanes, no parking zones are all marked in yellow. Parking in restricted areas is prohibited except when authorized by the Law Enforcement Office.

Section 405 - Custodian spaces are reserved Monday – Friday from 5 am – 2 pm; Deans spaces are reserved Monday – Friday 7 am – 10 pm; President, Vice-Presidents, and Resident Directors’ spaces are reserved 24 hours a day, seven days a week.

Section 406 - The speed limit on Campus is fifteen (15) miles per hour except as otherwise posted. All roadways and trafficways of Lock Haven University fall under the jurisdiction of Pennsylvania Motor Vehicle Code and will be enforced by Lock Haven University Law Enforcement.

Section 407 - The availability of parking spaces is subject to change, as needed for construction, emergencies, or university special events.

Article V Fines/Penalties

Section 500 - Vehicles, with and without a valid parking permit displayed, parked in violation of university parking rules and regulations will be issued University tickets. These fines are payable at the Law Enforcement Office in the Glennon Infirmary Building.

• Illegal Parking	\$10.00
• Unauthorized Area	\$10.00
• No decal or pass displayed	\$10.00
• Loading Zone	\$10.00
• Parked in Handicap Area	\$25.00
• Reserved Parking Spots	\$25.00
• Custodian Space	\$25.00
Other	
• Parked in Grass	\$10.00
• Decal Violation	\$10.00
• Lot Closed – 12 am – 5 am	\$10.00
• Fire Hydrant	\$25.00

Section 501 – All vehicles in violation of the parking and traffic regulations will be ticketed and fined for such violation. If not paid within 5 days a citation may be issued through the District Justice’s Office.

Section 502 – Moving Violations – penalty is determined by the applicable Pennsylvania law.

Section 503 - The University reserves the right to tow or boot unauthorized or illegally parked vehicles on campus at the owner’s expense. Vehicles will be booted upon receipt of five unpaid tickets. The boot will be removed when the owner of the vehicle pays all outstanding parking fines and a \$25 booting fee. A sticker will be placed on the vehicle advising persons that their vehicle is inoperable. Boot must be removed within 24 hours of notification and failure to do so will result in having the vehicle towed from campus at the owner’s expense. Charge for towing will be at the towing company’s discretion and payment must be made directly to the towing company to recover your vehicle.

Section 504 - Campus parking privileges may be rescinded or suspended at the discretion of the Director of University Law Enforcement.

Section 505 – Enforcement Procedure Enforcement of regulations will be prompt, impartial and certain. All appeals must be in writing and forms are available in the Law Enforcement Office (no verbal appeals will be accepted). All vehicles parked in Area 8, 9, 15, and 19 after 12 midnight – 5 am Sunday - Friday
1st offense will be issued a \$10.00 ticket, 2nd offense \$25.00 boot + any outstanding tickets; 3rd offense towed at owner's expense.

Section 506 – Abuse of Parking Privileges It is prohibited for any person to register another person’s vehicle or to falsify facts when applying for a decal or parking permit. It is prohibited for any person to change area assignment of parking permits or decals without the approval of the Law Enforcement Office. It is prohibited for any person to use or allow to be used a permit or decal that is not registered to the vehicle on which the permit or decal is discovered. **Penalty: Any person in violation shall receive a \$10 parking fine and have their parking privileges revoked for at least one semester and their vehicles shall be removed from campus until privileges are reinstated. There will be no refunds on registrations voided due to fraudulent registration.**

O. PUBLICATIONS

Some departments have their own budget to produce publications (brochures, posters, etc.) to promote University-sponsored or University activities. To insure the accuracy of information and consistency of the message with other University-produced materials, all text and art for publications should be approved by the Office of Public Relations before being published. There are certain items that must be present on all external publications for which the Public Relations Office will check and assume responsibility.

Publications should include:

- The university’s full name, including the “of Pennsylvania” on a first reference;
- Notation that the University is “a member of the Pennsylvania State System of Higher Education”;
- A current Board of Governors List;
- The Chancellor’s name and title;
- The Chancellor as an ex-officio member of your council of trustees, if you list it;
- An equal opportunity statement.

The Chancellor may be listed with the Board of Governors, but his/her name should be separated so that it is clear to readers that he/she is not a member of the Board, nor is he/she an ex-officio member.

When the Board chair or the Chancellor names a designee for a formal program, the designee's name should be listed.

The full name "Pennsylvania State System of Higher Education" should be used as a first reference to the System; "the PASSHE" is appropriate for all subsequent references. Please do not use the acronym.

The following statement is appropriate for publications, brochures, and pamphlets:

Lock Haven University of Pennsylvania is an equal opportunity/affirmative action employer and encourages applications from minorities, women, veterans, and persons with disabilities. LHU is a member of the State System of Higher Education.

It should appear in small type and should not be prominent or overpowering in the layout and design.

P. SEVERE WEATHER POLICY – MAIN CAMPUS

POLICY FOR SEVERE WEATHER CONDITIONS

POLICY:

Severe weather conditions may necessitate the closing of the University but such occasions will be rare. The decision to close the University because of weather conditions will be made by the President or his designee.

1. If the status of work and events at the University is questionable, listen first to the local media (Radio Stations: WBPZ/WSNU, Lock Haven; WHTO, Williamsport; WZXR, Williamsport; WMAJ, State College; WKSB, Williamsport; WRSC 1390/WQWK 97.1, State College and Television Stations: WNEP ABC; WTAJ CBS; WBRE NBC and WYOU) or check ASPEN at **893-2600** (press 1 for inclement weather or emergency information.)
2. When academic activities ONLY are suspended, all non-instructional staff must report to work unless they have prior approval for absences. If you cannot report to work, call your supervisor. Faculty are not expected to report for work and students are not to report for classes unless the students are assigned to off-campus locations for internships, student teaching, etc. In these situations, the students will operate on the calendar of the entity to which they are assigned. It will be the responsibility of professors and students to ensure that coursework missed during closed school periods will be adequately covered during the time remaining in the semester.
3. When the University is closed for all instructional and non-instructional staff, employees who are considered non-essential will be permitted to be absent from work. Employees who are considered essential and are required to work *may not* be absent from work. Essential employees who cannot report to work are to contact their supervisors.
4. Essential employees are considered to be those in the following areas:
 1. Housing *
 2. Glennon Health Center
 3. Law Enforcement and Safety
 4. Maintenance, Groundskeepers and Custodians excluding electronic systems technicians, electronic technicians, and engineering technicians.

* Food services will be provided by our contractor.

1. When closings of the University or parts thereof are authorized by management, employees will be permitted to be absent for work. Leave with pay will not be charged.
2. Employees on Annual, Personal, Sick, or Compensatory Leave when the closing of offices is authorized will be charged for the closed period against their leave.
3. Employees who feel that weather conditions are hazardous may be absent from work with supervisory approval, but Annual or Personal leave will be charged if the University is open.

Compressed Schedule

In the event of a delayed opening for academic instruction, the following compressed class schedule will be used. All non-instructional staff, other than essential employees, will also begin at 10 a.m. when the compressed schedule is used.

COMPRESSED SCHEDULE

Regular Meeting Time	Adjusted Meeting Time	Regular Meeting Time	Adjusted Meeting Time
8:00 am	10:00 - 10:40 am	8:00 am	10:00 - 11:00 am
9:00 am:	10:50 - 11:30 am	9:30 am	11:10 - 12:10 pm
10:00 am	11:40 - 12:20 pm	11:00 am	12:20 - 1:20 pm
11:00 am	12:30 - 1:10 pm	12:30 pm	1:30 - 2:30 pm
Noon			

On days when the compressed schedule is used, all night classes will begin at 6:30 pm.

Natural Disasters (including flooding, tornadoes, etc.)

1. In the event civil authorities request assistance, LHU personnel will assist the County Office of Emergency Management in providing shelter and assistance as needed. Essential personnel must report to work when needed.

Essential employees include:

1. Housing *
2. Glennon Health Center
3. Law Enforcement and Safety
4. Maintenance, groundskeepers and custodians
5. Others mentioned in the Local Disaster Planning Manual

*Food services will be provided by our contractor.

Q. SEVERE WEATHER POLICY – CLEARFIELD CAMPUS

POLICY FOR SEVERE WEATHER CONDITIONS AT CLEARFIELD CAMPUS

POLICY:

Severe weather conditions may necessitate the closing of the Clearfield Campus but such occasions will be rare. The decision to close the University because of weather conditions will be made by the President or his designee.

1. If the status of work and events at the Clearfield Campus is questionable, listen first to the local media (Radio Stations: WBPZ/WSNU, Lock Haven; WMAJ, State College; WRSC/WQWK, State College; WCPA/WQYX, Clearfield; WOKW, Clearfield; WPHB, Philipsburg; and Television Station WTAJ) or call (814)765-0559 for closing and cancellation information.
2. When academic activities ONLY are suspended, all non-instructional staff must report to work unless they have prior approval for absences. If you cannot report to work, call your supervisor. Faculty are

not expected to report for work and students are not to report for classes. *Nursing faculty and students see #3 below.

3. Nursing faculty and students will follow the below accepted policy:

On days when class is being held for theory presentation, nursing faculty and students will follow the Lock Haven University Clearfield Campus Severe Weather Policy.

A telephone chain will be established at the beginning of each nursing course containing a clinical component. The respective faculty will be responsible for initiating the telephone chain to inform students that clinical experiences or structured observations have been canceled.

Leave for Emergency Closings

1. When closings of the University or parts thereof are authorized, employees will be permitted to be absent for work. Leave with pay will not be charged.
2. Employees on Annual, Personal, Sick, or Compensatory Leave when the closing of offices is authorized will be charged for the closed period against their leave.
3. Employees who feel that weather conditions are hazardous may be absent from work with supervisory approval, but Annual or Personal leave will be charged if the University is open.

Compressed Schedule

In the event of a delayed opening for academic instruction, the following compressed class schedule will be used. All non-instructional staff will also begin at 10 a.m. when the compressed schedule is used.

COMPRESSED SCHEDULE

Monday/Wednesday - Tuesday/Thursday

Regular Meeting Time	Adjusted Meeting Time
8:30 am - 9:45 am	10:00 am - 11:00 am
10:00 am - 11:15 am	11:10 am - 12:10 pm
11:30 am - 12:45 pm	12:20 pm - 1:30 pm
1:00 pm - 2:15 pm	1:30 pm - 2:30 pm
2:30 pm - 3:45 pm	2:40 pm - 3:40 pm
4:00 pm - 5:15 pm	as scheduled
6:00 pm - 8:30 pm	as scheduled

NOTE: A compressed schedule will be determined prior to each semester for those courses that do not meet during regular hours.

R. SMOKING AND TOBACCO POLICY STATEMENT

PURPOSE AND BACKGROUND

Lock Haven University recognizes that smoking and tobacco present a health and safety hazard which can have serious consequences for the University Community and the safety of Lock Haven University property.

DEFINITION

For the purposes of this policy, "smoking and tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, and smokeless tobacco.

POLICY

It is the policy of Lock Haven University to recognize the preferences of both non-users and users of tobacco as they affect the use of University buildings and facilities. When these preferences conflict, faculty, staff, and students will endeavor to find a satisfactory compromise.

Tobacco-Prohibited Areas:

- the following are totally smoke-free buildings:
Akeley, Bentley, Glennon Infirmary, Raub Hall, Sloan, Stevenson Library, Sullivan Hall, Thomas Field House, Ulmer and Zimmerli;
- University vehicles used to travel excluding vehicles permanently assigned to the Maintenance Department;
- common gathering areas such as classrooms, dining rooms, locker rooms, gymnasiums, auditoriums, residence hall lounges, reception areas, all athletic spectator seating, and the PUB Snack Bar; and
- any area in which a fire or safety hazard exists.

Other Areas:

Private offices and residence hall rooms may be designated “Smoking Permitted” or “No Smoking” by the occupants except in smoke-free buildings. The occupant should, however, refrain from smoking in his or her office when a non-smoking employee or visitor is present.

In areas where smokers and non-smokers work together, employees and management should make a reasonable effort to separate smokers from non-smokers. In doing so, they should take into consideration air flow, ventilation, existing physical barriers that might be of help, and the individual sensitivities of all.

COMPLIANCE

The success of this policy will depend upon the thoughtfulness, consideration and good will of all members of the Lock Haven University Community.

In the event of a conflict, faculty, staff, and students are encouraged to work out a compromise among themselves. If this effort proves unsuccessful, the individual case will be handled by the immediate supervisor.

Copies of this policy will be distributed to all faculty, staff, and students. Signs will be posted and ashtrays removed in all areas where smoking is prohibited.

S. STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

TO: Members of the Lock Haven University Campus Community

The attached is being provided to you for your information as required in the Student Right-to-Know and Campus Security Act of 1990, Title II--Crime Awareness and Campus Security, Section 202.

This information relates to awareness, prevention, reporting and statistics dealing with campus security, safety and criminal activities.

I hope you find this information helpful and will join me in working to make Lock Haven University a safe place to work, study and visit.

Sincerely,

Keith Miller
President

**LOCK HAVEN UNIVERSITY
CRIME ON CAMPUS**

Campus crime is a reality. Preventing it is a shared responsibility between the University and its campus community members. Public apathy is a criminal's greatest ally. You cannot assume that someone else has reported criminal activity. Suspicion is the only reason you need for calling the police. **Whether you are the victim or someone else, you should report a crime, suspicious activity or other emergency on campus. Call Law Enforcement at 2278.**

If you call Law Enforcement, please provide the following information:

- * Your name.
- * Location of the incident you are reporting.
- * A description of the scene and suspects.
- * A description of any vehicles involved in the incident, especially a license plate number.

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Law Enforcement immediately. Law Enforcement is located in the Glennon Infirmary.

UNIVERSITY POLICE EMERGENCY

893-2278 (off campus)
2278 (on campus)

The Department of Law Enforcement and Safety is under the supervision of the Vice President for Student Affairs. The Director of Law Enforcement and Safety is responsible for the management of the Department of Law Enforcement and is supervised by and reports directly to the Vice President of Student Affairs. However, all law enforcement services are coordinated with other key university and local officials.

The Department of Law Enforcement and Safety provides continuous year round security and law enforcement to the University community. Twenty-four hour patrol and dispatch services are provided with access to local emergency services. University police officers have all successfully concluded the Act 120 training course of 520 hours. Additional and updated training is provided annually. All officers are commissioned police officers and have full police power. Officers are radio dispatched through the Law Enforcement Department. Fire departments and emergency medical services are dispatched by the Communication Center upon request.

YOUR RESPONSE TO A CRIME

If You See a Person Acting Suspiciously

If you see anyone acting suspiciously, call Law Enforcement at once at 893-2278. do not approach the person yourself. Report the type of suspicious activity and give a general description of the subjects (number of persons, sex, race, dress, vehicle and location). Campus police will investigate your report immediately. If all members of the campus community become security conscious and report suspicious activity, thefts and related incidents will be measurably reduced. Remember, it is your responsibility too!

If you live on campus and suspect a crime is being or has been committed, please contact a resident assistant or hall director as soon as possible.

If You Are Assaulted

Call Law Enforcement or a residence life staff member as soon as possible. Try to remember as much about the person as possible. Important characteristics to include: sex; hair color, length and texture; body size; race; clothing description; scars and other noticeable markings; mode of travel; type of vehicle, color and license number. The campus will be searched immediately for suspects and neighboring police agencies will be notified. (In many incidents, the victim may already know the name of the person committing the assault.)

Security for Residence Halls

Students may return to their residence halls after evening closing hours. To enter a hall, call your roommate or call Law Enforcement at 2278. Emergency telephones are located outside of each residence hall and several campus buildings.

1. A student who enters or leaves the residence hall after closing hour is responsible for securing the door.
2. A student must not prop open or in any manner alter a door so that it will not properly close.
3. Students are not to admit unauthorized or uninvited persons into the hall after it has been closed.
4. Immediately report any maintenance deficiencies which may compromise building safety and security to the Maintenance Department and/or Law Enforcement if it is after hours.

Security systems along with procedures are provided for your protection. You should follow these procedures at all times. Further information regarding University policies is available in the Student Handbook.

CRIME PREVENTION

A community evaluates police performance in terms of response time to calls for service. However, a community views over all police performance by the increases or decrease of criminal activities. What is often overlooked are the efforts of police to prevent crime.

Lock Haven University's crime prevention program stresses community awareness, through the dissemination of materials and presentations familiarizing students and staff with their responsibility in reducing criminal opportunity. The Department of Law Enforcement and Safety has two officers who are certified crime prevention officers. Currently programs offered by our department include Operation Identification, drug and alcohol awareness, rape prevention training, residence hall and campus safety. The Department of Law Enforcement and Safety works closely with the Office of Student Affairs in sponsoring these programs.

Crime prevention at Lock Haven University is everyone's concern, and involvement by all members of the community is essential to the success of the program. The Department of Law Enforcement and Safety strives to provide leadership and direction in this effort. The main goal is to improve the quality of life for members of the campus community.

DRUG FREE

It shall be unlawful for any employee/student at Lock Haven University of Pennsylvania to engage in the manufacturing, delivery, possession or use of any illegal drug, as defined by the Pennsylvania Controlled Substance Drug, Device and Cosmetic Act.

All persons violating any part of this act will be prosecuted under the laws of the aforementioned act and penalties shall be prescribed as the judicial system may deem necessary.

The university may also pursue charges through its established judicial system. Please refer to the student handbook.

ALCOHOL BEVERAGE POLICY

A. Preface

1. These regulations and policies are enacted pursuant to the Council of Trustees resolution regarding the possession and use of alcoholic beverages on Commonwealth property and Commonwealth of Pennsylvania Statutes and Liquor Control Commission policies and procedures.
2. Established University policy regarding alcoholic beverages on University/Commonwealth property as stipulated in the Administrative Manual, LES 502, December 1, 1980 state:
“Use or possession of alcoholic beverage is prohibited on Commonwealth property.”
3. Matters related to the use of alcohol on the Lock Haven University campus must be viewed as a total University concern and re-evaluated by the President of the University in consultation with Faculty, students and the Administrative staff.
4. The rights of anyone who for any reason does not or may not use alcoholic beverages must be fully respected at all times.

B. General

1. The possession, consumption and sale of alcoholic beverages on property under the control of Lock Haven University shall be in accord with provisions of Pennsylvania State Statutes, provisions of the regulations of the Pennsylvania Liquor Control Commission, and policies established by the Council of Trustees for Lock Haven University.
2. Public display and/or consumption of alcoholic beverages in buildings and on campus is prohibited. Sieg Conference Center is considered University property.
3. Responsibility for enforcement of provisions set forth in this document is designated as follows:
 - a. Incidents occurring in the Parsons Union Building - the Director of Staff and Law Enforcement when called to handle a violation.
 - b. Residence Halls - the Dean of Students and staff and Law Enforcement when called to handle a violation.
 - c. All other campus grounds (parking lots, stadium, or playing fields etc.) and buildings - Law Enforcement.
 - d. Law Enforcement will work cooperatively with City officials to deal with violations of City ordinances taking place on City sidewalks and streets adjacent to the campus.
4. Members of the university community are responsible for informing their guests of campus policies. Guests are subject to University policies and regulations. If they fail to abide by these regulations they will be asked to leave the campus.
5. Violations of the Alcoholic Beverage Policy will be handled as set forth in the Student Right and Responsibilities Statement and in compliance with Commonwealth Statutes.
6. Fraternal organizations are subject to the stipulations of all University policies, city and state statutes.
7. Groups other than University recognized ones utilizing campus facilities are subject to the stipulations of this policy.
8. Exceptions to the policy may be made with the consent and direction of the President or his designee.

C. University Residence Halls

1. The consumption, use or possession of alcoholic beverages by persons of any age is prohibited.

2. Possession, use or consumption of alcoholic beverages on the grounds of the campus is not permitted.

D. Athletic Events

1. The possession, use or consumption of alcoholic beverages at any intercollegiate and/or intramural athletic activity is prohibited and not subject to exception.
2. For purposes of this policy, University property includes parking areas adjacent to playing fields and any other surrounding areas.

(Revised and adopted: LHU Council of Trustees February 17, 1994)

ALCOHOL/DRUG EDUCATION

Lock Haven University maintains a program of education designed to help all members of the University community avoid involvement in misuse and abuse of alcohol. The Program:

1. Provides a system of accurate, current information exchanges on the health risks and symptoms of alcohol and other drug use for students, faculty and staff.
2. Provides, with peer involvement, a system of intervention and referral services for students, faculty and staff.
3. Establishes collaborative relationships between community groups and agencies and the institution for alcohol and drug related education, treatment, and referral.
4. Provides training programs for students, faculty and staff to enable them to detect problems of alcohol abuse and drug use and to refer persons with these problems to appropriate assistance.
5. Includes alcohol and other drug information for students and their family members in student orientation programs. The abuse of prescription and over-the-counter drugs is also addressed.
6. Supports and encourages faculty in incorporating alcohol and other drug education into the curriculum, where appropriate.
7. Develops a coordinated effort across campus for alcohol and other drug related education, treatment and referral.

DRUG EDUCATION PROGRAM

Lock Haven University maintains a program of education designed to help all members of the University community avoid involvement with illegal drugs.

The Program:

1. Provides a system of accurate, current information exchange on the health risks and symptoms of drug use for students, faculty and staff.
2. Promotes and supports institutional activity programming that discourages substance abuse.
3. Establishes collaborative relationships between community groups and agencies and the institution for education, treatment and referral.
4. Provides training programs for students, faculty, and staff to enable them to detect problems related to drug use, and to refer persons with these problems to appropriate assistance.

5. Includes information about drugs for students and family members in the student orientation programs. The use of prescription and over-the-counter drugs are addressed.
6. Supports and encourages faculty in incorporating education about drugs into the curriculum where appropriate.
7. Develops a coordinated effort across campus for drug related education, treatment and referral.

COOPERATIVE ARRANGEMENT BETWEEN THE INSTITUTION AND LOCAL POLICE

In compliance with the Campus Security Act of 1990, Lock Haven University has established a linkage with local police agencies to ensure that all criminal activity at off-campus residences with official University recognition are recorded and reported. These linkages include the following provisions:

1. Local police will submit on a timely basis to Lock Haven University reports of all criminal incidents which occur at off-campus residences that are recognized by Lock Haven University.
2. Lock Haven University will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
3. Lock Haven University has developed policies and procedures for dealing with the occurrences of criminal activity with regard to these off-campus student residences to include preventative measures, educational efforts, and disciplinary actions.

T. VOLUNTEER/INTERN POLICY

General

It is recognized that individuals may desire to participate as volunteers/interns in Lock Haven University activities solely for their own personal purpose or pleasure without the expectation of promise or compensation. These individuals become in no sense employees of Lock Haven University. While the use of such volunteers/interns is permissible, it should be understood that adherence to the below stated procedures is absolutely necessary in order to avoid conflicts of interest, violations of the law or labor contracts, and mismanagement of University funds or facilities.

Specific Procedures

1. All applications for volunteer/internship service must be reviewed and approved. Appropriate coordination should occur with labor organizations. Approval will be given through a letter of acknowledgment signed by the appointing authority.
2. Any changes in the nature or extent of previously approved volunteer/internship services must be made by the appointing authority.
3. All records relating to volunteer/internship services must be maintained by the using authority for at least 6 years after the date the services end.
4. All orientation, training, and supervision of volunteers/interns will be the responsibility of the appointing authority.

Insurance for Volunteers/Interns

Lock Haven University provides limited insurance coverage for authorized volunteers/interns who are accidentally injured or become ill as a direct result of providing volunteer/internship services to Lock Haven University. This insurance is not workers compensation insurance but it is administered through Lock Haven University's worker's compensation carrier. Consequently it DOES NOT include any disability or catastrophic loss income for volunteers/interns or their survivors. Coverage is limited to MEDICAL and HOSPITAL

BENEFITS ONLY and will be subject to criteria and procedures contained in the workers' compensation program administrative rules. In addition, damage or loss sustained to personal property; for example, clothing, eyeglasses, vehicles, etc., IS NOT covered.

Lock Haven University

VOLUNTEER/INTERNSHIP SERVICES APPLICATION

Name _____

Address _____

Phone _____

Date of Birth _____

Sex _____

Emergency Address Information:

Name _____

Address _____

Phone _____

Purpose of Volunteer/Internship Services:

(To be completed by volunteer/intern)

Expected Duration of Volunteer/Intern Services:

Dates - From _____ To _____

Hours/week/month _____

I understand that I will receive no compensation, monetary or otherwise from the University, and that no promises are being made by the University relative to the donation of my services as a volunteer/intern. I also agree to comply with all rules and regulations governing the University community. Finally, I understand that my volunteer/internship services may be terminated at any time by the University and that I have no rights or claims arising as a result of such termination or previous services rendered.

Volunteer/Intern _____ Date _____

I have read and agree with all statements made by the volunteer/intern and will adhere to applicable institutional procedures regarding volunteer/internship services.

Volunteer/Intern Supervisor _____ Date _____

Approved Vice President _____ Date _____

Approved Director of
Personnel and Labor Relations _____ Date _____

U. CODE OF CONDUCT

Lock Haven University is a member of the Pennsylvania State System of Higher Education, an independent agency of the Commonwealth of Pennsylvania. It is subject to numerous laws protecting the public interest. The following Code of Conduct is meant to be an overarching guide to the business practices of the University.

Lock Haven University of Pennsylvania (the University) and its employees must, at all times, comply with the policies of the Board of Governors, directives of the Chancellor, and all applicable state and federal laws. The University will not condone the activities of employees who violate the law or engage in unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. It also includes misappropriation and theft of assets or services. The University does not permit any activity that fails to stand up to the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws, regulations and policies governing the University.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek the advice of legal counsel. The University encourages employees to report the activities of others if they appear to be in violation of the law, or otherwise contrary the code of conduct. The University stipulates that there will be no retaliation against employees for such reports made in good faith.

General Employee Conduct

The University expects its employees to conduct themselves in a professional manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, displaying or posting inappropriate materials, or accessing inappropriate materials on a computer.

Conflicts of Interest

The University expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the University and the Commonwealth. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer; they should immediately communicate all the facts to their supervisor.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for the University's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the University and is encouraged.

Employees must, however, avoid acquiring any business interest or participating in any other activity outside the University that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving the University of their best efforts on the job.
- Create a conflict of interest—an obligation, interest, or distraction—that may interfere with the independent exercise of judgment in the University's best interest.

Financial Interests

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the University, or that provides goods or services, or both to the University, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the University.

Gifts, Entertainment, and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the University has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with the University might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions

Regarding the University's business activities, employees may not receive payment or compensation of any kind, except as authorized under the University's remuneration policies. In particular, the University strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule could result in immediate termination and prosecution to the fullest extent of the law.

University Funds and Other Assets

Employees who have access to University funds in any form must follow the prescribed procedures for recording, handling, and protecting money. The University imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or the **Internal Audit Department**, so that the University can promptly investigate further.

When an employee's position requires spending University funds or incurring any reimbursable personal expenses, that individual must use good judgment on the University's behalf to ensure that good value is received.

University funds and all other assets of the University are for University purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers, networks, copiers, telephones, and the like.

University Records and Communications

Accurate and reliable records of many kinds are necessary to meet the University's legal and financial obligations and to manage the affairs of the University. The University's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- Failure to receive approval for leave, and other absences and overtime pay

Dealing With Outside People and Organizations

Employees must take care to separate their personal roles from their University positions when communicating on matters not involving University business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve University business, employees must not presume to speak for the University on any topic, unless they are certain that the views they express are those of the University, and it is the University's desire that such views be publicly disseminated.

When dealing with anyone outside the University, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the University, or any outside individual, business, or government body.

Update 5/18/2004

V. NOTIFICATION OF ABSENCE POLICY

In the event that illness or any other situation requires an LHUP employee's unanticipated absence from work, the employee must notify their immediate supervisor¹ no later than one (1) hour after the employee's scheduled start time, except those employees in Law Enforcement. Employees in Law Enforcement must notify their supervisor at least two (2) hours prior to their scheduled start time. Employees must make direct contact with their supervisor (i.e., voice mail or email messages are not considered "direct contact").

If the immediate supervisor is not present or available, an employee must make direct contact the next level of supervision (dean/director) within your department or area. If the next level of supervision is not present or available, notification to any available supervisor at the worksite will suffice. Employees are solely responsible for reporting their absence and keeping the supervisor informed of their leave status. Only in extenuating circumstances (i.e., hospitalization) may another individual report an LHUP employee's absence from work.

Employees are required to report their absence each day they are absent unless otherwise agreed to by their supervisor. For extended absences, the employees and supervisor may establish a notification schedule.

If an employee fails to make notification in accordance with this policy, he/she:

- a. may be required to provide justification and/or documentation for not making proper notification;
- b. may be placed on leave without pay for the time period up until proper notification is made and the leave of absence is approved;
- c. may be subject to appropriate administrative action including disciplinary action.

Effective 11.15.2004

¹ As defined by the appropriate Collective Bargaining Agreement, if applicable.

Revised 12.3.04